

# **ANNUAL TOWN REPORT**

## **1997**



**TOWN OF WESTFORD**

Assessors' Office	692-5504
Building Department	692-5527
Cable TV Committee	692-2290
Cemetery Department, Tadmuck Road	692-5526
Conservation Commission	692-5524
Council on Aging	69205523
Finance Director	692-5518
Fire Department	692-5542
	Fax 692-5543
Fuel Assistance, Lowell	459-6161
Board of Health	692-5509
Highway Department	692-5520
	Fax 392-9852
Housing Authority, 65 Tadmuck Road	692-6011
Kennel, Beacon Street	692-4574
Library, 50 Main Street	692-5555
Ellen Rainville	692-5557
	Fax 692-0287
Museum, 2 Boston Road	692-5550
Planning Board	692-5524
Police Department, 53 Main St	692-2161
	Fax 692-8460
Recreation Commission	692-5532
Roudenbush, 65 Main St	692-5511
Schools,	
Abbott Elementary School, Depot St	692-5580
Nurse Anne McCusker	692-5580
Blanchard Middle School, West Street	692-5582
Day School, E.Prescott St	692-5591
Nabnassett school, PlainRoad	692-5583
Robinson School, Concord Road	692-5586
Westford Academy, Patten Road	692-5560
Athletic Department	ext.- 224
Guidance Department	ext.- 232
Music Department	ext.- 288
Nurse	ext.-240
Central Office	Fax 692-4842
Superintendent, 35 Town Farm Road	692-5560
Joy Sheldon	692-5560
Shirley Mantone	692-5561
Bookkeeping	692-5562
Business Office	692-5563
Bill Olsen	692-5563
JudyChaffee	692-5563
Senior Center, 20 Pleasant St	692-5523
Tax Collector	692-5506
Town Accountant	392-4450
Veterans Agent	392-1170
Water Dept., 63 Forge Village Road	692-5529
	Fax 692-5530

*On the cover*

**Forest View Farm  
Gould Road**

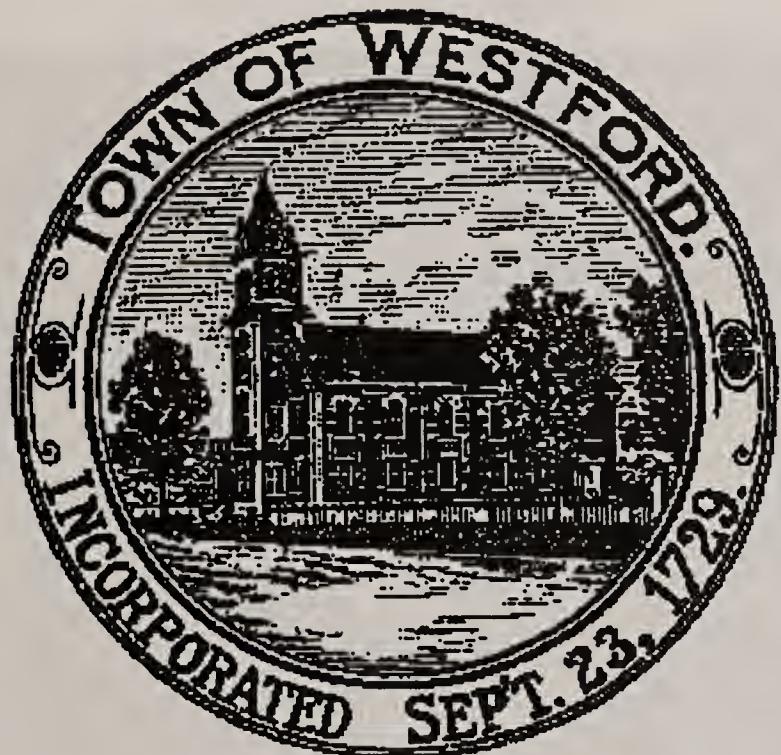
Four generations of Goulds have lived in this house, built in the late 18th century. The house has six fireplaces and both barn and house are of wooden pegged construction. The Forest View Farm produced apples, cider, vinegar, milk, lumber and charcoal.

In the fall of 1997 the voters of the Town of Westford agreed to preserve the property for the future generations of Westford residents.

*The photo, late 1800, is courtesy of Col. John Robinson Chapter DAR*



# **TOWN OF WESTFORD**



**ANNUAL REPORTS**  
For the year ending December, 31, 1997

**ANNUAL TOWN ELECTION**  
Tuesday, May 5, 1998

**ANNUAL TOWN MEETING**  
Saturday, May 9, 1998

## We Remember

John Daly  
Who passed away in the year 1997



John was born in the Forge Village section of Westford. He was a Westford Academy graduate, Class of 1957 retired Lieutenant Fire Department Company 3, Volunteer firefighter for 14 years, Murray Printing 28 years, Westford Public Schools, 10 years. John will be sadly missed by his family and friends.

**IN APPRECIATION TO**

**RICHARD S. EMMET**  
**and**  
**ALAN S. EMMET**

**For numerous continuing services and contributions to the  
Town of Westford**



**Since 1952, Dick and Alan Emmet have served Westford in official and informal positions too numerous to list here. Town Reports since then document only some of these efforts. Additionally, the Emmets have preserved large areas of open space for conservation and recreation purposes that will continue to benefit the families of Westford for generations to come. For these services and contributions, we extend our appreciation to both Dick and Alan and wish them well in the future.**



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# WESTFORD TOWN OFFICERS AND COMMITTEES

## AFFORDABLE HOUSING COMMITTEE (7) (Appt. by Town Manager)

Christine Pude	7 Bayberry Road	4/94	6/99
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## BOARD OF APPEALS ( 5, 2 Alt. ) (Appt. by Town Manager)

John Cadigan, Ch.	8 Long Meadow Rd.	6/87	6/00
Ellen D. Doucette	3 Brookview Dr.	1/88	6/00
David Earl, Alt.	17 Depot St.	7/91	6/99
Jay Enis	13 Pine Tree Trail	9/92	6/00
Sam Frank, Alt.	4 Wheeler Lane	12/92	6/99
Roger Hall	53 North St.	4/88	6/98
Ronald H. Johnson	77 Carlisle Rd.	1/88	6/99
Belinda Briggs	Town Hall		
Zoning Coor.			

## BOARD OF ASSESSORS (Appt. by Town Manager) (3)

Kevin A. Burke, Ch.	7 Sherlock Lane	5/90	6/99
Diane Holmes	59 Lowell Rd.	11/95	6/98
Titus Palmer	21 Vose Rd.	4/96	6/00
Michael Dugas	Principal Assessor Town Hall		
Joan Corey	Asst. Assessor/Data Collector	7/95	
Diane Sarno	Town Hall		
Ann Gardner	Town Hall		

## BUILDING DEPARTMENT (Appointed by Town Manager)

### BUILDING COMMISSIONER (Appt. by Town Manager)

Don Kinney	Town Hall 342 Groton Rd.	7/95	6/98
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### BUILDING INSPECTOR(Appt. by Town Manager)

Chet Cook	25 North Main St.	8/95	6/98
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**PLUMBING INSPECTOR**

Kenneth Johnson	Town Hall	8/96	6/98
Arthur Smith	Town Hall		

**GAS INSPECTOR**

Chet Cook	25 N. Main St.	6/84	6/98
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**BURIAL AGENT (Appt. by Town Manager)**

Elaine McKenna	Town Hall	6/98
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**CONSERVATION COMMISSION (7) (Appt. by Town Manager)**

Eric Fahle Ch.	9 Long Sought For Pond Rd.	4/94	6/99
Chester Cook	25 N. MainStreet	6/98	
George Fletcher	3 Plain Rd.	7/95	6/98
Willian Harman	10 Chaimberlain Rd.	9/95	6/99
Margaret Wheeler	171 Depot St.	12/95	6/98
Christie Williams	32 North St.	9/95	6/99
William Turner	Town Hall		
Administrator			
Michael Killoran	48 Pine Ridge Rd.		

**CONSERVATION TRUST (Not a Town Committee)**

Bill Harman	10 Chamberlain Rd.
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**CONSTABLES (Appt. By Town Manager)**

Joseph Connell	3 Connell Dr.	1/94	6/98
William MacMillan	44 North Street	5/95	6/98
Walter McAvoy	P.O. Box 100, Billerica	6/84	6/98

**COUNCIL ON AGING (Appt. by Town Manager)**

Judy Bartlett V.	59 Monadnock Dr.	8/95	6/00
Willis Buckingham	1 Dutchman Lane	6/97	6/00
Helena Crocker	34 West St.	6/82	6/00
Cecelia Healy	57 Main St.	6/83	6/98
Richard McNeil, Ch.	48 Dunstable Rd.	6/92	6/98
Mary Smith	10 Elm St. P.O. 2134	6/84	6/98
Robert Teirney	10 Tallard Rd.	4/92	6/99

**DEVELOPMENT AND INDUSTRIAL COMMISSION (Appt. by Town Manager)**

Patricia Begley	2 LaSallette Rd.	1/93	6/98
Richard Crocker	4 Orchard St.	1/97	6/98
Thomas LeBlanc	19 Boutwell Hill Rd.	8/96	6/98
Thomas Mahanna	25 Gould Rd.	1/97	6/98
Elizabeth Newman	11 Doris Rd.	8/96	6/98
Mark Scholnick	P.O. Box 632, Littleton	6/84	6/99
Glen Shenkin	69 Forrest Rd.	6/84	6/98
J. Frank Strauss	12 Main St.	6/84	6/98

**ANIMAL CONTROL OFFICER (Appt. by Town Manager)**

Joseph Lamb	71 Rosewood Ave. Billerica, MA 01821	8/96	6/98
Judi Bassett Alt. Town Kennel	89 Cold Spring Rd. Beacon St.		6/98

**BOARD OF CEMETERY COMMISSIONER (Appt. by Town Manager)**

Andy Bergamini	78 Graniteville Rd.	
Karen Campbell	58 Hildreth St.	10/92 6/98
Fred Healy	9 Ward Hill Rd.	1/97 6/98
Paul Baxendale, Supt. Office		

**DIRECTOR OF LAND USE MANAGEMENT (Appt. by Town Manager)**

Jeff Chelgren	Town Hall
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**COMMUNITY TEAMWORK, INC. (Rep. To Bd. Of Directors, Appt. by Town Manager)**

Madonna McKenzie	28 Cold Spring Rd.	12/92 6/97
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**DIRECTOR OF EMERGENCY MANAGEMENT (Appt. by Town Manager)**

Francis Mulligan	34 E. Prescott St. Work	6/84 6/98
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**ELDER SERVICE DIRECTOR (Appt. by Town Manager)**

Joanne Sheehan	Senior Center	6/98
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**FENCE VIEWER (Appt. by Town Manager)**

Charles VanLandeghem	21 Abbot St.	6/84 6/98
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**FIELD DRIVER ( Appt. by Town Manager)**

Arnold Wilder	56 Cold Spring Rd.	6/84 6/98
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**BOARD OF CEMETERY COMMISSIONER (Appt. by Town Manager)**

Andy Bergamini	78 Graniteville Rd.	
Karen Campbell	58 Hildreth St.	10/92 6/98
Fred Healy	9 Ward Hill Rd.	1/97 6/98
Paul Baxendale, Supt. Office		

**DIRECTOR OF LAND USE MANAGEMENT (Appt. by Town Manager)**

Jeff Chelgren	Town Hall	
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**COMMUNITY TEAMWORK, INC. (Rep. To Bd. Of Directors, Appt. by Town Manager)**

Madonna McKenzie	28 Cold Spring Rd.	12/92 6/97
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**DIRECTOR OF EMERGENCY MANAGEMENT (Appt. by Town Manager)**

Francis Mulligan	34 E. Prescott St.	6/84 6/98
	Work	

**ELDER SERVICE DIRECTOR (Appt. by Town Manger)**

Joanne Sheehan	Senior Center	6/98
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**FENCE VIEWER (Appt. by Town Manager)**

Charles VanLandeghem	21 Abbot St.	6/84 6/98
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**FIELD DRIVER ( Appt. by Town Manager)**

Arnold Wilder	56 Cold Spring Rd.	6/84 6/98
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### FINANCE COMMITTEE (Appt. by Moderator) (9)

Judy Culver	VCh	P.O. Box 4003	9/94	9/98
Jeanne Drula	Ch	14 Hopkins Place	9/94	9/98
Dorothy Hall		49 Broadway St.	8/93	6/00
Robert Harlow		19 Monadnock Dr.	12/94	6/99
Paul Murray,		12 Wilshire Ave.	1/93	6/98
Kathleen Veth		4, Lantern Lane, Chelmsford		
Jim Sullivan		10 Bayberry Rd.	6/00	
Claire Withee		11 Patten Rd.	6/00	
Deborah Dutton Ricard		55R North St.	6/99	

### FINANCE DIRECTOR/TREASURER (Appt. by Town Manager)

Frank Messer	Town Hall	5/90	6/98
Erica McLellan	Town Hall		

### FIRE DEPARTMENT (Appt. by Board of Selectmen)

Richard Rochon, Chief	Fire Station	10/95
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### BOARD OF HEALTH (Elected)

Louis Ashley, Ch.	120 Carlisle Rd.	5/89	5/98
Anthony Gemmellaro, V-Ch.	458 Groton Rd.	6/93	5/98
Joseph Guthrie Jr.	2 Old Wood Rd.	5/93	5/99
Kevin R. McCusker	30 Endmoore Rd.	5/96	5/97
Patricia Newell	119 Carlisle Rd.	5/93	5/99
John Casey, Sanitarian	Town Hall		
Sandy Collins, Nurse	TownHall		
Beth Paulaskas	clerk	Town Hall	

### HISTORICAL COMMISSION (Appt. by Town Manager)

Marilyn Day	47 Graniteville Road	6/97	6/99
Sally Benedict	1 Hildreth St.	7/85	6/99
Jane Hinckley	24 Boston Rd.	1/94	6/99
Bette Hook	125 Carlisle Rd.	12/93	6/98
Robert Jeffries ,	P.O. Box 487	6/84	6/97
Roland Pandlebury	23 North St.	4/90	6/98
Kenneth Tebbetts Ch.	8 Moore Rd.	7/96	6/98

### HOUSING AUTHORITY(Elected)

Robert Ferreira	81 Dunstable Rd.		
Muriel Drake Ch.	8 LaSalette Rd.	5/95	5/00
Carol Engel V-Ch.	26 Lowell Rd.	5/91	5/01
Phyllis Koulouras	10 School Lane	10/93	5/98
*Maria Hamer, Treas.	16 Oak Hill		
Christine Pude , Exec. Dir.	55 Tadmuck Rd.		
Marilyn Seymore, Clerk	55 Tadmuck Rd.		
*State Appointee to Westford Housing Authority			

### J.V. FLETCHER LIBRARY (Appt. by Library Trustees)

Ellen Rainville, Dir.	20 Carlisle Rd.
	Library Office

**J.V. FLETCHER LIBRARY TRUSTEES (Elected)**

James Gozzo	Carolina Lane	10/96	5/99
Doris Hathaway	4 Fairview	5/93	5/99
Mohammed A. Malik, ch.	9 Jefferson	5/92	5/98
Veronica Otto	3 Providence Rd.	5/95	5/97
Charles Swanson	5 Monadnock Dr.	10/95	5/97

**LOCAL ARTS COUNCIL (Appointed)**

Geraldine Beck, Ch.	30 Tadmuck Rd.	11/88	6/98
Kathy Doucette	80 Keyes Rd.	12/93	6/99
Cecile Glendening	4 Holly Lane	12/93	6/99
Andrew Kusmin	P.O. Box 701	6/87	6/97
Jan Rice	16 Leland Rd.	6/96	6/99
Eileen Seamonds	31 Newport Dr.	3/91	6/99
Jonnie Walker-Rohs	38 Forge Village Rd.	12/93	6/99
Linda Wilson	16 Jarvis Way	7/96	6/99

**LOWELL REGIONAL TRANSIT AUTHORITY (Appt. by Chairman, Board of Selectmen)**

William Kavanaugh	46 Depot St.	4/93	6/98
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**MEASURER OF WOOD AND BARK (Appt. by Town Manager)**

Tree Warden		
Carlton Rooks	Town Hall	6/98

**MIDDLESEX COUNTY ADVISORY BOARD (Selectmen's Representative)**

Hal Schreiber	30 Fletcher Rd.	11/91	6/98
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**MODERATOR (Elected)**

Ellen Harde	4 Lincoln St.	5/93	5/99
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**MUNICIPAL CENSUS SUPERVISOR (Every 10 Years)**

Elaine McKenna	Town Hall	6/85	6/06
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**NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE (Joint Appt.)**

Leo Dunn, Alt.	4 Island Path	5/94	4/97
Douglas Morin, Char.	1 Whitney Dr.	9/94	4/98
Joan O'Brien	11 Cold Spring Rd.	6/90	4/97
Hajo Koester	65 Providence Rd.	4/96	4/99
Judith Klimkiewicz, Supt.	100 Littleton Rd.		

**PARKING CLERK (Appt. by Selectmen)**

Elaine McKenna	Town Hall	6/97	6/99
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**PERMANENT SCHOOL BUILDING COMMITTEE (Appt. by Town Manager)**

Steven Brierly	16 Phillips Dr.	11/94	6/98
Diane Celi	5 Nagog Lane	11/94	6/98
Paul Davies	6 Crest Drive	11/94	6/98
Karl Fagans	5 Dana Drive	11/94	6/98
Rich Faherty	12 Boutwell Hill Rd.	11/94	6/98
Ron Golay	15 Heywood Rd.	11/94	6/98
Robert Jefferies	P.O. Box 487	11/94	6/98
Richard Jordan	87 Main St.	8/95	6/98
Robert McCusker	46 Newport Drive	11/94	6/98
Ken Morgan	4 Dutchman Lane	11/94	6/98
Mike Mulligan	4 Polley Rd.	11/94	6/98
George Murray	14 Heywood Rd.	11/94	6/98
Andrea Peraner-Sweet	21 Kirsi Circle	11/94	6/98
Robert Smith	10 Hillside Ave	5/88-	6/98

Kirk Ware	5 Granada Dr.	11/94	6/98
Victor Weisenbloom	25 Chippewa Rd.	11/94	6/98

**PLANNING BOARD (Elected)**

Andrea Peraner-Sweet	21 Kirsi Circle	5/97	5/00
Peter Fletcher	51 Concord Rd.	5/83	5/98
Robert Jefferies	P.O. Box 487	10/92	5/01
Marguerite Jungbluth	10 Brookview Dr.	5/95	5/00
Allan Loiselle ch	14 Lawson Rd.	12/94	5/99

**POLICE CHIEF (Appt. by Town Manager)**

Robert Welch	38 Depot St.	1/94
	Police Dept.	

**POLICE LIEUTENANT (Appt. by Town Manager)**

Edward Cossette	101 Hollis St.	
	Dunstable	2/90
Thomas McEnaney	105 Lowell Road	
John Tzikopoulos	18 Tyngsboro Rd.	

**AUXILLARY/TRAFFIC CONTROL OFFICERS (Appt. by Town Manager)**

Douglas Barnett		3/94	6/98
Joseph Eracleo		5/94	6/96
Edward Foye		12/95	6/96
Laura Hohman		5/95	6/96
Steven Keins		12/95	6/96
Michael Maloney		8/94	6/96
Brett Pelley		1/93	6/96
Dennis Rogers		10/95	6/96
Richard Smith		3/94	6/96
Cynthia Weeks		5/95	6/96
George Wickson		6/95	6/96

Paul Murray		5/96	6/98
Marie Raffaelo		5/96	6/98
Craig Upperman		5/96	6/98
Karrianne E. Waters		5/96	6/98
Michelle Write		5/96	6/98
Jeffrey Yung		8/97	6/98

#### **TRAFFIC SUPERVISORS (Appt. by Town Manager)**

Barbara Buchanan	Matron	6/87	6/98
Sheila Curley	Matron	6/87	6/98
Mary Hill	Matron	6/87	6/99
Donna McCafferty		6/89	6/96
Lorraine Priest		6/89	6/98
Mary Rita Sousa		6/89	6/96

#### **MATRONS (Appt. by Town Manager)**

Jo Cobleigh		6/94	6/98
Carmen Martin	4 Mt. Pleasant St. Billerica	6/97	6/98
Jean Guthrie	2 Old Wood Rd.		6/98

#### **POLICE FACILITIES BUILDING COMMITTEE (Appt. by Town Manager)**

Mary Caless	70 Beaver Brook Rd.	7/96	6/98
James Cook	85 Parkhurst Drive	7/96	6/97
Lee England	91 Old Lowell Rd.	7/96	6/97
James Gozzo	9 Carolina Lane	7/96	6/98
Robert Herrmann, BOS	101 Concord Rd.	7/96	6/97
Bette Hook	125 Carlisle Rd.	7/96	6/98
John Hughes	11 Chippewa Rd.	7/96	6/98
Hugh Maquire	127 Cold Spring Rd.	7/96	6/97
Paul Murray	12 Wilshire Ave.	7/96	6/98
Dennis Peloquin	53 Forest Rd.	7/96	6/98
Chief Robert Welch	Police Department	7/96	6/98
Glenna Jayne Yeuell	65 Tadmuck Rd., Apt. 20	7/96	6/98

**RECREATION COMMISSION (Appt. by Town Manager)**

Elizabeth Ahern	12 Court Rd.	10/93	6/97
Ray Forting	8 Sherlock Lane	7/94	6/98
Sheila Hulings	12 St. Mary's Dr.	6/99	
Janice Ryan	46 Flushing Pond Rd.	10/96	6/99
Glen Townsend, Ch.	4 Ledgewood Dr.	3/94	6/97
Rose McG Rath, Coordinator			

**RECYCLING COMMISSION (Appt. by Town Manager)**

Gerry DiBello	6 Court Rd.	9/89	6/97
Ann Eno	5 Fisher Way	9/90	6/97
Wendi Foley	53 Vine Brook Rd.	11/93	6/97
Michael Gustin	22 Meadow Lane	3/94	6/97
Kenneth Teal	3 Beaver Dam Dr.	11/96	6/97
Gayle Wells, Ch	67 Village View Rd.	12/94	6/97
Joyce Demers	3 Phillips Drive		6/97

**REGISTRARS OF VOTERS (Appt. by Town Manager)**

Beverly Dearth, Rep.	56 Cold Spring Rd.	3/87	3/98
Philip McGee, Dem.	2 Beaver Brook Rd.	8/95	3/97
Wilbert Vaugh, Rep.	10 Nabnasset St.	3/82	3/98

**RESISTRARS CLERK, EX OFFICIO (Appt. by Town Manager)**

Elaine McKenna	Town Hall	6/84	6/99
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**ROUDENBUSH COMMUNITY CENTER COMMITTEE (Appt. by Town Manager)**

Patti Mason, Dir.	Appt. by RCCC		
Karen Basinas	21 Tyngsboro Rd.	10/96	6/99
Karen Benway	14 Sawmill Dr.	3/95	6/99
Margaret Blanchard	18 Boston Rd.	7/93	6/99
Timothy Butler Ch.	3 Wayne Rd	5/88	6/98
Nancy DiMaggio	323 Pine Hill Rd	4/97	6/99

Janice Fulton	8 Applewood Dr.		
Jayne Stafstrom	9 Tallard Rd.	6/97	6/99
Alden Wood	122 Depot Rd.	1/95	6/00
Bob Waskiewicz	4 Leland Rd.		
Debbie Rorke	27 Fieldstone Dr.		
Angela Harkness	15 Castle Rd.	3/97	6/99
Beth Cohan	28 Fletcher Rd.	6/97	6/98
Maria Congleton	325 Pine Hill Rd.	6/97	6/98

### **SCHOOL COMMITTEE (Elected)**

Sharon Boonstra	13 Alcorn Crossing	5/94	5/97
Lee H. England	91 Old Lowell Rd.	5/96	5/99
Richard Faherty	12 Boutwell Hill Rd.	5/97	5/97
Linnea Flint	4 Beaver Brook Rd.	5/88	5/99
Susan Flint	25 Fletcher Rd.	5/95	5/98
Robert E. McCusker	46 Newport Dr.	5/89	5/98
Tim Martin	Preservation Way	5/97	

### **SCHOOL DEPARTMENT (Appt. by School Committee)**

Dr. John Crisafulli, Sup.	35 Town Farm Rd.
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### **SCHOOL SITE SELECTION COMMITTEE (5) (Appointed)**

Lee England	91 Old Lowell Rd.	8/95	6/98
David Keele	10 Boston Rd.	11/94	11/98
Kirk Ware	5 Granada Dr.	11/94	6/98
Christie Williams	32 North St.	11/94	6/98

### **SEALER OF WEIGHTS AND MEASURES (Appt. by Town Manager)**

George Fletcher	3 Plain Rd.	6/85	6/98
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### **SELECTMEN (Elected)**

Michael Ingalls	P.O. Box 4092	5/97	5/00
Dini Healy-Coffin	2 Ward Hill Rd.	5/96	5/99
Madonna McKenzie	28 Cold Spring Rd.	5/92	5/98

Hal Schreiber	30 Fletcher Rd.	5/90	5/99
John Wrobel Ch.	13 Monadnock Rd.	5/92	5/98

**SMALL ANIMAL INSPECTOR ( Appt. by Board of Health)**

Judi Bassett	Town Hall	8/84	6/98
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**SUPT. OF MOTH DEPARTMENT (Appt. by Town Manager)**

Ken Greeno, Tree Warden	Town Hall	6/86	6/97
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**SUPT. OF STREETS ( Appt. by Town Manager)**

Richard Barrett	Beacon St.	12/92	6/98
Mark Hamel, Town Engineer	Town Garage		9/95
Dorothy L'Hussier,	Town Garage		
Mary Plane	Town Garage		

**TAX COLLECTOR (Appt. by Town Manager)**

Ann Vandal	Town Hall	7/93	6/98
Elaine Hickey	Town Hall		
Deb Fletcher	Town Hall		

**TAX POSSESSION SALE COMMITTEE (Appt. by Town Manager)**

Bill MacMillan	44 North St.	9/88	9/98
Justin McCarthy	Wheeler Lane	9/85	9/97
Norman Nesmith	233 Concord Rd.	9/85	9/96

**TOWN ACCOUNTANT (Appt. by Town Manager)**

Cheryl Gariepy	Town Hall	6/98
Nancy Gower Asst. Town Acct.	Town Hall	6/98
Robin McCarthy, Clerk	Town Hall	

**TOWN CLERK (Appt. by Town Manager)**

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Elaine McKenna Town Hall 6/98

### **TOWN COUNSEL (Appt. by Town Manager)**

## **TOWN FOREST COMMITTEE (Appt. by Town Manager)**

Richard Barrett	Town Garage	6/92	6/97
Ken Greeno	Town Hall	6/92	6/97
Carlton Roux	65 Patten Rd.	6/92	6/97

## TOWN MANAGER

## Glenn E. Fratto      Town Hall

Nancy Oakes  
Administrative Assistant      Town Hall

**TOWN MEETING STUDY COMMITTEE (3) (Appt. by Town Manager)**

Dennis Galvin 90 Concord Rd 11/96 6/97

Fran Mower 25 Buckingham Dr. 11/96 6/97  
Jean Butler 3 Wayne Rd. 1/97 6/97

## **TRASH FEE STUDY COMMITTEE (Appointed)**

Glenn Fratto 55 Main St. 7/97 7/98

Jeanne Drula 14 Hopkins Pl 7/97 7/98

Jon Raichek 10 Joyce Circle 7/97 7/98

Veronica Otto 3 Providence Rd. 7/97 7/98

Richard Nutt 99 Concord Rd. 7/97 7/98

Stephen Young

112 Cold Spring

7/97 7/98

**TREE WARDEN (Appt. by Town Manager)**

Carlton Roux  
Chester Cook, Deputy      Town Hall

**VETERANS AGENT (Appt. by Town Manager)**

Joseph Green      Town Hall

**BOARD OF WATER COMMISSIONERS (Appt. by Town Manager)**

Leslie Thomas Ch.      P.O. Box 346

Walter Marcella Sec.      3 Mountain View Lane

Harold Fletcher  
Sr. Commissionwe      P.O. 394

**WATER DEPARTMENT**

Warren Sweetser Supt.      63 Forge Village Rd.  
Robin Fullford, Admin.  
Pam Hall, Clerk  
Susan Burke, Clerk

## BOARD OF SELECTMEN

The Board of Selectmen is pleased to submit its report for the calendar year ending December 31, 1997. The Board of Selectmen is the chief policy making board of the Town and acts by establishing policy statements and guidelines to be implemented by Town agencies under the responsibility of the Board.

At the Annual Town Elections in May, Mike Ingalls was elected for his second term after a hiatus of one year. Shortly thereafter, the Board reorganized and elected Jack Wrobel as Chairman, Madonna McKenzie as Vice Chair, and Dini Healy-Coffin as Clerk. With the assistance of the Town Manager, Glenn Fratto, the Board then proceeded to establish its goals and policies for the remainder of 1997.

The Annual Town Election also resulted in voter approval of two debt exclusions for buildings: \$31 million for expansion of Westford Academy and \$5 million for a new Police Facility located in Westford Center. By these actions, the voters expressed overwhelming confidence in the Permanent School Building Committee and the Police Facility Building Committee. Both groups deserve our appreciation for a job well done in planning for the buildings and for demonstrating to the public the need for the funding. These two successes continue implementation of the five-year capital plan adopted by the Board in 1994.

The Annual Town Meeting recognized Bob Herrmann for his 12 years as a Selectman and his many other services to Westford. As a Selectman, Bob spent almost one-fourth of his life attending Tuesday night Board meetings. Although he deserves a rest, he did commit to continuing to serve on several appointed committees.

The budget of \$36 million was passed in record time due to the tremendous efforts of Glenn Fratto, the Finance Committee, and the School Committee to reach advance agreement and to explain the need for funds to the voters. The Town Meeting also approved significant funding for the stabilization fund, thus continuing the plan to build up our cash reserves for contingencies and to improve our bond rating (now an "A") to reduce the interest rate we can expect for borrowing. Additionally, the Town Meeting addressed for the first time the need to regulate location of wireless (cellular) telecommunications towers. As technology changes, Town bylaws needed to be updated to proactively meet the new challenges. Both a new bylaw and a moratorium were passed with the expectation of further discussion at the fall Special Town Meeting.

In October, a Special Town Meeting was convened to fine tune the budget and consider additional items of business. The Special Town Meeting recognized Elaine McKenna, Town Clerk, for her 25 years of service as Library Assistant and as Town Clerk. One of the major business items was the purchase of the Picking/Gould Farm and establishment of a public-private partnership to manage the land as an educational and recreation resource. The success of this effort is described in the report of the Picking/Gould Farm Negotiating Committee. The voters then approved a major revision to the Wireless

Telecommunications Facilities Bylaw, establishing Westford in the forefront of this emerging technology.

During the year, there was a special concentration on traffic improvements. After much effort and frustrations, many caused by the State, Chip Barrett and his team from the Highway Department opened the River Street Bridge over Stony Brook in Graniteville on December 19<sup>th</sup>. (He can now focus on the Graniteville Road Bridge over the railroad tracks.) A citizens group formed the Westford Initiative for Traffic Safety (WITS) to take steps to reduce speeding and to encourage traffic courtesy. Glenn Fratto and Madonna McKenzie continued to plan for the area around the intersections of Rt. 225, Rt. 110 and Powers Road with help from our regional planning agency, the Northern Middlesex Council of Governments. A major impetus for this attention was the potential sizeable commercial development by The Chiofaro Company on land owned by Tony Nardone and the possible expiration of state funding secured by Rep. Geoff Hall.

The Board of Selectmen and the Town Manager initiated a major effort to improve communications within Town government and with the public. Glenn Fratto and his staff published three editions of an employee newspaper, "Keeping Westford Connected". E-mail became another media for distributing information among Town employees, volunteers, and the public in general. The Home Page committee established a Westford website for access by the public and Town departments began using it. "All Boards" meeting were reinstated quarterly to address strategic issues and Joint Chairs meetings were initiated to discuss cross-functional topics on a regular basis.

Without the employees who provide our services, the ad hoc groups such as The Ambulance Fund which celebrated its 50<sup>th</sup> anniversary, and the volunteers that constitute the elected and appointed boards/committees, the Board of Selectmen would not be successful. Therefore, we send our appreciation to all of those who have participated in Town government in 1997.

Respectfully submitted,

John E. Wrobel, Jr., Chairman

Madonna J. McKenzie, Vice Chair

Geraldine F. Healy-Coffin, Clerk

Michael P. Ingalls

Hal R. Schreiber

*Our business is service to the community of Westford. Our mission is to strive for excellence in community service and to provide the highest quality of services possible to meet the public health, safety, educational needs and general well being of the Westford community. In partnership with residents we serve, we are responsible for caring for, protecting, and building upon our community's heritage, strengths and character during the time it is in our care.*

# TOWN OF WESTFORD

Glenn E. Fratto, Town Manager  
Nancy J. Oakes, Administrative Assistant



Dear Citizens of Westford:

1997 proved to be another year in which the community of Westford dealt with the continued impact of growth. As Town Clerk Elaine McKenna tabulates the results of a local census initiative, it is likely that the town's population has topped 20,000. Along with the impact on town services brought by a rapidly expanding population, we are seeing, for the first time in over a decade, impacts brought on by a growth rate in commercial development that exceeds that of residential development. Westford is proving to be the "Community of Choice" for business as well as for new homes.

Amid the day to day response in addressing growth impacts – processing building permits and making inspections, enrolling new students, adding properties to our tax roll, and handling more customers at the J.V. Fletcher Library, town officials are working hard to take a more proactive approach to providing services and preparing for demands that will be before us shortly. Growth impacts every town department. The more opportunity we have to "plan for growth" rather than "react to growth", the better position we will be in to provide the quality and level of services expected by our citizenry.

At May's Town Meeting, participants approved a combined budget, including warrant articles, of just under \$37 million. The consensus on this budget, as reached by the Board of Selectmen, School Committee, and Finance Committee, serves as testament to the cooperative approach to developing an expenditure pattern that best serves the entire community. Given the limitations on revenues posed by Proposition 2½, all departments understood that their respective "slice of the pie" could not be increased significantly without reducing expenditure levels in other departments.

Along with operating budgets, Town Meeting endorsed two debt exclusion votes approved at the Annual Town Election on May 6<sup>th</sup>. These

## *Town Manager's Report - 1997*

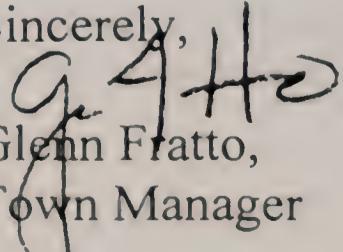
votes were for a \$31 million expansion to Westford Academy and \$5.3 million to construct a new Police Station. Also approved by Town Meeting were local regulatory terms for wireless communication towers, amendments to our site plan review by-law, acceptance of so-called "Quinn Bill" provisions for police officers, approval of the Westford Scholarship Fund and Arts and Technology Fund, and the establishment of a tip-fee stabilization fund which will prepare the town for the pending costs of our share of federally-mandated capital improvements at the NESWC facility in North Andover.

At the Special Town Meeting in October, participants approved the purchase of land at the Picking/Gould Farm as well as endorsed the concept of a public/private partnership to manage the land as a working farm, provided a site to the Westford Housing Authority for residential housing to be constructed for the benefit of mentally impaired clientele, and provided the Town Manager an appropriation of \$45,500 to address "growth impacts" through the rest of the fiscal year.

During the year the Town Manager's Office, working closely with an extremely dedicated "team" of municipal and school employees and volunteers, undertook several projects including the publication of "Keeping Westford Connected", establishing a website to serve as Westford's "home page", various road infrastructure improvement projects with MassHighway, and an initiative to make Town Hall a more customer-friendly place to conduct business.

From my perspective as Town Manager, 1997 was a year of growth and progress. The reports of various boards, commissions, and committees included within this annual report will point out how town officials, employees, and volunteers are addressing growth impacts. I express my thanks and appreciation to all of you, and there are hundreds, who volunteer your valuable time to public service, as well as to all of the town's dedicated employees who do their jobs so well.

I am proud to be a member of "Team Westford"!

Sincerely,  
  
Glenn Fratto,  
Town Manager

## MODERATOR

### A User Friendly Town Meeting

The Moderator is elected by the voters for a three year term to preside over town meetings and to appoint the Finance Committee.

Working with the Westford League of Women Voters, I have been looking at ways to introduce new voters to the open town meeting process in a manner which will make them feel comfortable and welcome. Expanding on the League's existing *Guide to Town Meeting* which has been included in the Finance Committee booklet for several years, our plan is to have a booklet which explains the process to be handed out to voters.

Voters with questions are always free to call me: 692-2039.

### Date of the Annual Town Meeting

The questions of whether town meeting should remain on a Saturday and continue to be held in May are often raised to me, so at my suggestion the Selectmen appointed a three member committee to consider alternatives. In the spring, the committee recommended that the town meeting be changed to the last Saturday in March, and that elections follow the adjournment of the meeting rather than preceding the meeting as they do now.

An article to implement the recommendations was on the warrant at the annual town meeting, but the Finance Committee asked that the article be dismissed because they had not yet had the time to study the impact of such changes on their budget deliberations. The meeting approved the motion to dismiss.

In the fall, the Finance Committee began their study of the effect of a change of town meeting date to them. Their report will be given in 1998.

### Changing the Count of 2/3 Votes

By state law, when a 2/3 vote of the town meeting is required, the votes must be counted, even if only a few voters are voting on one side and hundreds on the other. New legislation enacted this year allowed towns to choose to allow the moderator to declare a 2/3 vote without a count when it was such an obvious division. The 1997 annual meeting adopted the new legislation which will eliminate the need for time-consuming counts in many instances.

### Finance Committee Changes

Victor Weisenbloom chose not to serve for another term in 1997, and in the late fall chairman Claire Stepnitz moved from town. In those two vacancies, I was pleased to appoint Jim Sullivan of Bayberry Road and Debbie Dutton-Ricard of North Main Street, both life-long residents of the town.

Respectfully submitted,

*Ellen S. Hande*



# Town of Westford

Finance Department  
55 Main Street  
Westford, Massachusetts 01886

**Honorable Board of Selectmen  
Town of Westford  
Massachusetts 01886**

**Honorable Selectmen:**

In accordance with the requirements of the Massachusetts General Laws, the Annual Financial Report of the Town Accountant for the Town of Westford, for the fiscal year ended June 30, 1997 is herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations. Disclosures necessary to enable the reader to gain an understanding of the Town's financial affairs have been presented. Included are schedules on debt issuance and servicing, trust and agency activity, and a detail listing of revenue and expenditures for fiscal year 1997.

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue. The same information was used to prepare Schedule A.

An audit of the Town's financial records by Melanson, Greenwood and Company, P.A., Certified Public Accountants has been completed and the results of that audit are available in my office for public inspection. The books of the Town are also open for public inspection during normal business hours.

**Respectfully Submitted,**

*Frank H. Messer*  
**Frank H. Messer  
Finance Director**

**TOWN OF WESTFORD  
ANALYSIS OF ESTIMATED RECEIPTS  
FOR FISCAL YEAR ENDING JUNE 30, 1997**

<b>DESCRIPTION</b>	<b>ACTUAL F.Y. 1996</b>	<b>ESTIMATED F.Y. 1997</b>	<b>ACTUAL F.Y. 1997</b>	<b>EXCESS OR (DEFICIT)</b>
<b>REAL &amp; PERS TAXES (Net):</b>	<b>20,372,847</b>	<b>22,329,454</b>	<b>22,431,392</b>	<b>101,938</b>
<b>STATE CHERRY SHEET:</b>	<b>4,919,172</b>	<b>5,505,304</b>	<b>5,544,182</b>	<b>38,878</b>
<b>LOCAL RECEIPTS:</b>				
Payment In Lieu	31,200	29,500	31,942	2,442
Motor Vehicle Excise	1,531,464	1,642,790	1,720,037	77,247
Other Excise	0	0	0	0
Penalty & Interest	133,112	100,000	86,888	(13,112)
Fees	281,813	224,792	272,714	47,922
Dept Rev - Cemetery	8,950	8,600	9,640	1,040
Dept Rev - Other	75,098	81,907	71,594	(10,313)
Licenses & Permits	474,729	474,000	571,446	97,446
Special Assessments	40,869	45,000	30,503	(14,497)
Fines & Forfeits	28,238	18,000	18,027	27
Investment Income	264,331	225,000	349,761	124,761
Other Non-Recurring	0	0	0	0
Hotel/Motel Excise	166,964	155,000	178,181	23,181
<b>TOTAL LOCAL RECEIPTS</b>	<b>3,036,768</b>	<b>3,004,589</b>	<b>3,340,733</b>	<b>336,144</b>
<b>TOTAL GENERAL FUND</b>	<b>28,328,787</b>	<b>30,839,347</b>	<b>31,316,307</b>	<b>476,960</b>
<b>WATER FUND</b>	<b>1,715,579</b>	<b>1,200,000</b>	<b>1,698,314</b>	<b>498,314</b>
<b>TOTAL RECEIPTS</b>	<b>\$30,044,366</b>	<b>\$32,039,347</b>	<b>\$33,014,621</b>	<b>\$975,274</b>

**TOWN OF WESTFORD  
REVENUE SUMMARY  
FISCAL YEAR 1997**

**GENERAL FUND REVENUE (FUND 0100)**

**Taxes (Net of Refunds)**

Real Estate 1997	21,666,513
Real Estate 1996	235,805
Real Estate 1995	39,027
Real Estate Prior Years	37,997
 Total Real Estate	 21,979,342
 Personal Property 1997	 430,171
Personal Property 1996	21,199
Personal Property 1995	0
Personal Property Prior Years	680
 Total Personal Property	 452,050
 Other Taxes - Hotel/Motel Excise	 178,181
In Lieu Of Taxes	31,942
 Motor Vehicle Excise 1997	 1,380,055
Motor Vehicle Excise 1996	318,148
Motor Vehicle Excise 1995	14,184
Motor Vehicle Excise Prior Years	7,649
 Total Motor Vehicle	 1,720,037
 <b>Total Taxes</b>	 <b>24,361,552</b>

**Penalties & Interest**

Real & Personal Property	78,133
Motor Vehicle Excise	8,755
 <b>Total Penalties &amp; Interest</b>	 <b>86,888</b>

**Charges For Services**

Fees - Cable Franchise	2,679
Fees - Dog Officer	4,229
Fees - Conservation	1,253
Fees - Planning Board	153,358
Fees - Zoning Board	4,502
Fees - Maps & Data	1,563
Fees - Lien Certificates	23,300
Fees - Registry M.V.	45,320
Fees - Town Clerk	19,324
Fees - Tax Redemption Charges	794
Fees - Demands	16,392
 Total Fees	 272,714

**TOWN OF WESTFORD  
REVENUE SUMMARY  
FISCAL YEAR 1997**

**Departmental Revenue**

Departmental - School	2,920
Departmental - Cemetery	9,640
Departmental - Police	28,944
Departmental - Fire	240
Departmental - Restitution to Town	7,986
Departmental - Other	31,504
 Total Departmental	 81,234

**Total Charges For Service**

**353,948**

**Licenses and Permits**

Auctioneer License	45
Common Victuals License	830
Alcohol Beverage License	43,433
Class II License	300
One Day License	275
Sunday Entertainment License	10
Video License	1,155
 Total Licenses	 46,048
Place of Assembly	640
Gas Storage Permits	2,740
Police Firearm Permits	2,180
Fire Smoke Detector	250
Fire Alarm	500
Oil Burner Installation	310
Blasting	21,725
Sprinklers	411,705
Plumbing Permits	22,220
Building Permits	40,565
Gas Permits	1,640
Wiring Permits	12,282
Other Building Permits	2,241
Board of Health Permits	6,400
Other B.O.H. Permits	 525,398
Lot Testing Permits	 571,446
 Total Permits	 37,633

**Total Licenses & Fees**

**29,413**

**Revenue from State - Cherry Sheet**

Abatements to Elderly/Vets/Spouse	37,633
Veterans' Benefits	29,413
Additional Assistance	1,126,887
Chap 70 School Aid	2,454,206
Lottery, Beano & Charity	858,774
Tuition State Ward	13,702

**TOWN OF WESTFORD  
REVENUE SUMMARY  
FISCAL YEAR 1997**

**Revenue from State - Cherry Sheet Con't**

Highway Funds	106,178
Pupil Transportation	151,048
School Construction	766,341

**Total State Cherry Sheet**

**5,544,182**

**Fines & Forfeitures**

District Court	14,947
Parking Fines	2,055
Other	1,025

**Total Fines & Forfeiture**

**18,027**

**Special Assessments**

Added To Tax 1997	24,383
Committed Interest 1997	6,120
Unapportioned	0

**Total Special Assessments**

**30,503**

**Investment Income**

Interest of Investments	297,162
Interest Escrow	4,198
Interest on Savings	207
Interest Tax Titles	46,582
Interest Cem Sale of Lots	1,612

**Total Investment Income**

**349,761**

**TOTAL GENERAL FUND REVENUES**

**\$31,316,307**

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TOWN OF WESTFORD  
EXPENDITURE ANALYSIS  
JUNE 30, 1997

Final 10/02/97

Function/Department	Balance Carryforward 6/30/96	Appropriated Annual Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/97
Gen Govt/Selectman	10,086.00	5,000.00	700.00	15,786.00	15,785.47	0.53	
Gen Govt/Town Manager	111,329.18	6,000.00	875.18	118,204.36	113,202.82	1.54	5,000.00
Gen Govt/Fin Comm	94,860.00		(92,000.00)	2,860.00	2,448.97	411.03	
Gen Gov/Treasurer	88,457.82	1,500.00	5,140.65	95,098.47	93,963.59	1,134.88	
Gen Gov/Town Accountant	87,905.00		1,092.00	88,997.00	85,996.18	3,000.82	
Gen Gov/Assessors	2,090.55	153,509.58					
Gen Gov/Collector	115,778.16	(1,500.00)	3,654.72	117,932.88	111,817.04	6,115.84	
Gen Gov/Tn Council	178.01	57,000.00					
Gen Govt/Personnel	8,048.02	80,665.00	(3,604.59)	40,218.30	34,365.56	1,643.45	4,209.29
Gen Gov/Town Clerk	90,238.00			7,017.06	97,255.06	96,752.52	502.54
Gen Govt/Hall Maint	24,880.15	130,497.00	6,750.00	13,285.00	175,412.15	153,039.22	2.57
Total Gen Gov't	35,196.73	1,020,325.74	14,145.41	(90,982.75)	978,685.13	916,183.88	24,183.40
Con&Dev/Conserv Coord		40,582.00	0.00	983.28	41,565.28	25,775.01	57.52
Con&Dev/Planning		91,612.00		9,019.45	100,631.45	99,499.45	1,132.00
Con&Dev/Zoning Board		4,000.00			4,000.00	2,553.72	1,446.28
Total Con&Dev	6,632.27	500.00				7,132.27	1,214.29
Pub Sfty/Police							500.00
Pub Sfty/Fire	10,000.00	854,674.92	157,821.00	7,532.02	1,030,027.94	987,979.64	34,977.93
Pub Sfty/By Law Enforcement			3,967.00			3,967.00	0.00
Pub Sfty/Bldg Inspector	117,902.00	8,633.47					135,276.62
Pub Sfty/Sealer Weights							400.00

**TOWN OF WESTFORD  
EXPENDITURE ANALYSIS  
JUNE 30, 1997**

Final 10/02/97

Function/Department	Appropriated Annual Town Meeting	Reserve Fund & Transfers	Total Available Funds	Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/97
Pub Sfty/Civil Defense	1,000.00		1,000.00	804.12	195.88	
Pub Sfty/Animal Control	33,111.00	19,633.00	52,744.00	52,721.55	22.45	
Pub Sfty/Tree Warden	16,000.00	2,844.00	1,252.00	20,096.00	18,296.00	200.00
Total Pub Sfty	10,000.00	2,960,958.42	44,679.32	3,243,699.21	3,194,591.50	40,437.34
Pub Wk Hwy/Hwy Admin	952,438.44		2,659.32	955,097.76	954,318.48	8,670.37
Pub Wk Hwy/Capital	76,370.00	70,000.00		146,370.00	136,178.82	(808.82)
Pub Wk Hwy/Gmnds Mnt	116,477.48	(2,000.00)		114,477.48	113,916.99	560.49
Pub Wk Hwy/Cemetery	11,075.00	2,000.00		13,075.00	13,074.46	0.54
Pub Wk Hwy/Snow & Ice	245,000.00		3,737.11	248,737.11	352,747.31	0.00
Pub Wk Hwy/Solid Waste	22,374.00	1,077,419.00	49,680.00	1,149,473.00	1,094,056.20	(104,010.20)
Total Pub Wk Hwy	22,374.00	2,478,779.92	119,680.00	6,396.43	2,627,230.35	2,664,292.26
Educ/School Dept	16,501,597.00		286,287.00	1,000.00	16,788,884.00	16,788,883.69
Educ/NVTHS Assessment	235,357.00	(45.00)			235,312.00	0.00
Educ/Capital	0.00	110,000.00	(1,000.00)	109,000.00	102,264.31	(0.00)
Total Education	0.00	16,736,954.00	396,242.00	0.00	17,133,196.00	17,126,460.00
Hlth&Hum/B.O.H.	87,441.85	3,748.12	5,014.15	96,204.12	92,230.34	3,973.78
Hlth&Hum/Inspectors	3,950.00			3,950.00	3,950.00	0.00
Hlth&Hum/Nurse	44,574.00			970.40	45,544.40	45,258.66
Hlth&Hum/Cncl Aging	96,958.38	30,000.00	944.51	127,902.89	101,586.98	0.66
Total Hlth&Hum	0.00	232,924.23	33,748.12	6,929.06	273,601.41	243,025.98
Veterans/Services	51,400.00	(8,000.00)		43,400.00	34,963.01	8,436.99
Total Veterans/Services	0.00	51,400.00	(8,000.00)	0.00	34,963.01	8,436.99

**TOWN OF WESTFORD  
EXPENDITURE ANALYSIS  
JUNE 30, 1997**

Final 10/02/97

Function/Department	Balance Carryforward 6/30/96	Appropriated Annual Town Meeting	Appropriated Special Town Meeting	Total Available Funds		Net Expenditures	Closed to Fund Balance	Balance Carryforward 6/30/97
				Reserve Fund & Transfers	Reserve Fund & Transfers			
Cultr&Rec/Library		705,549.94	0.00	19,032.71	724,582.65	723,092.38	1,490.27	
Cultr&Rec/Recreation		41,783.91	5,320.00	861.00	47,964.91	47,964.91	0.00	
Cultr&Rec/Museum		5,500.00		1,500.00	7,000.00	6,827.83	172.17	
Cultr&Rec/Comm Centr		19,169.00		1,081.50	20,250.50	20,250.50	0.00	
Cultr&Rec/Memorial Dy		2,200.00			2,200.00	2,174.78	25.22	
Total Cultr&Rec	0.00	774,202.85	5,320.00	22,475.21	801,998.06	800,310.40	1,687.66	0.00
Debt Ser/ Prin & Int		2,937,192.00	29,388.00		2,966,580.00	2,972,048.58	0.00	(5,468.58)
Total Debt Service	0.00	2,937,192.00	29,388.00	0.00	2,966,580.00	2,972,048.58	0.00	(5,468.58)
Unclass/ Pension		750,621.00	42,099.00		792,720.00	780,957.00	11,763.00	
Unclass/ Unemployment		16,000.00			16,000.00	32,453.67	(16,453.67)	
Unclass/ Tax Rebate		10,000.00	(2,000.00)	500.00	8,500.00	9,500.00	(1,000.00)	
Unclass/ Grp Health		925,792.00	(48,000.00)		877,792.00	881,139.01	(3,347.01)	
Unclass/ Medicare		127,050.00			127,050.00	124,927.65	2,122.35	
Unclass/ Sick Leave		20,000.00	(1,800.00)		18,200.00	12,125.02	6,074.98	
Unclass/ Cmprl Insur		87,336.00	930.00		88,266.00	85,255.16	3,010.84	
Total Unclassified	0.00	1,936,799.00	(8,771.00)	500.00	1,928,528.00	1,926,357.51	2,170.49	0.00
<b>TOTAL GENERAL FUND</b>	<b>74,203.00</b>	<b>29,266,230.16</b>	<b>809,814.00</b>	<b>0.00</b>	<b>30,150,247.16</b>	<b>30,007,275.59</b>	<b>85,082.04</b>	<b>57,889.53</b>
Pub Works/Water	0.00	982,620.00	19,500.00	34,355.73	1,036,475.73	1,027,233.12	9,242.61	
Pub Works/Capital	166,651.00	917,380.00	1,267,500.00	(34,355.73)	2,317,175.27	620,584.40	6,365.07	1,690,225.80
<b>TOTAL WATER FUND</b>	<b>166,651.00</b>	<b>1,900,000.00</b>	<b>1,287,000.00</b>	<b>0.00</b>	<b>3,353,651.00</b>	<b>1,647,817.52</b>	<b>15,607.68</b>	<b>1,690,225.80</b>
<b>TOTAL</b>	<b>240,854.00</b>	<b>31,166,230.16</b>	<b>2,096,814.00</b>	<b>0.00</b>	<b>33,503,898.16</b>	<b>31,655,093.11</b>	<b>100,689.72</b>	<b>1,748,115.33</b>

**TOWN OF WESTFORD**  
**LONG TERM DEBT SCHEDULE**  
**JUNE 30, 1997**

PURPOSE AND ORIGINAL AMOUNT	ISSUE DATE	RATE	BEGINNING BALANCE 7/1/96	NEW ISSUES	PRINCIPAL PAYMENTS	ENDING BALANCE 6/30/97	INTEREST THIS YEAR
School Smoke Stack	99	09/16/91	7.00	18,700		18,700	0
Petroleum Cleanup Garage	60	01/21/92	6.20		12,000	0	744.00
Willow Road Street Improv	40	01/21/92	6.20	8,000		0	496.00
Water Pumping Station	600	10/01/96	5.10		600,000		14,910.00
Nabnasset Sch Const	5,400	10/01/96	5.22		5,400,000		137,028.75
Nabnasset A & E	300	10/01/96	4.63		300,000		6,918.75
Academy Addition A & E	1,800	10/01/96	4.66		1,800,000		41,670.00
Police Station A & E	375	10/01/96	4.66		375,000		8,681.25
Day Land Acquisition	545	10/01/96	5.09		545,000		13,507.50
Police/Fire Equipment	36	10/01/96	4.67		36,000		836.50
Highway Equipment	184	10/01/96	4.65		184,000		4,253.50
Senior Center Paving	30	10/01/96	4.67		30,000		30,000
School Computers	30	10/01/96	4.67		30,000		30,000
Issue Costs/Temporary Debt							70,907.83
<b>TOTAL TOWN</b>						<b>16,219,450</b>	<b>9,508,000</b>
						<b>23,954,000</b>	<b>1,198,598.58</b>

TOWN OF WESTFORD  
LONG TERM DEBT SCHEDULE  
JUNE 30, 1997

PURPOSE AND ORIGINAL AMOUNT	ISSUE DATE	RATE	BEGINNING BALANCE	NEW ISSUES	PRINCIPAL PAYMENTS	ENDING BALANCE	INTEREST THIS YEAR
			7/1/96			6/30/97	
Academy Addition A & E	125	04/15/95	5.50	125,000	25,000	100,000	6,250.00
Roofs/Betterment/Class	908	10/15/95	5.43	909,750	109,750	800,000	47,317.50
A & E Rec/Tn, Sch Cap Equip	886	12/01/94	6.23	730,000	150,000	580,000	40,237.50
Nab Roof/Bridge/Senior Ctr	335	04/15/94	4.80	201,000	67,000	134,000	10,217.50
Land Acquisition	1,275	07/15/93	3.70	985,000	145,000	840,000	38,377.50
Departmental Equipment	155	07/15/93	3.20	75,000	40,000	35,000	1,995.00
Midle School Cnst (Supl)	135	07/15/93	3.70	105,000	15,000	90,000	4,102.50
Day Classroom Conversion	33	06/30/97	6.00	0	33,000	33,000	
Tn Equip,Frost Cameron	226	03/01/93	4.40	90,000	45,000	45,000	3,960.00
Town/School Repairs	159	04/15/93	4.50	63,000	32,000	31,000	2,835.00
Solid Waste Settlement	256	04/15/93	5.00	102,000	51,000	51,000	5,100.00
Sanitary Landfill	1100	06/15/89	6.50	330,000	110,000	220,000	21,780.00
Library Addition	2,280	05/19/87	6.425	900,000	150,000	750,000	53,250.00
Drew Land Acquisition	175	06/30/97	6.00	0	175,000	175,000	
Middle School Const	8,700	10/15/90	6.40	5,075,000	725,000	4,350,000	326,250.00
Middle School Const (Ref)	5,650	07/15/93	4.00	6,490,000	70,000	6,420,000	334,925.00

Town of Westford  
Expendable & Non Expendable Trusts  
June 30, 1997

NON EXPENDABLE TRUST	BEGINNING BALANCE	REVENUE			EXPENDITURES	ENDING BALANCE
		INTEREST	CONTRIBUTIONS	OTHER		
Cemetery Perpetual Care	179,194.50		4,600.00			183,794.50
Charles Colburn Cem	1,500.00					1,500.00
William Wright Cem	5,000.00					5,000.00
Lyman Wilkins Cem	1,413.11					1,413.11
J.H. Fletcher Cem	1,500.00					1,500.00
Alonzo Reed Cem	1,500.00					1,500.00
Metcalf & Soldiers Cem	1,300.00					1,300.00
Library Book Fund	13,000.00					13,000.00
Library Lecture Fund	30,000.00					30,000.00
All Purpose Fund	17,347.58					17,347.58
Library Trustee	58,354.35					58,354.35
Ellen Rainville Education	10,000.00					10,000.00
Whitney Tree	2,500.00					2,500.00
Whitney Playground	10,000.00					10,000.00
<b>TOTAL NON EXPENDABLE</b>	<b>332,609.54</b>				<b>0.00</b>	<b>337,209.54</b>

**Town of Westford**  
**Expendable & Non Expendable Trusts**  
 June 30, 1997

<b>EXPENDABLE TRUST</b>	<b>BEGINNING</b>	<b>REVENUE</b>	<b>ENDING</b>		
	<b>BALANCE</b>	<b>INTEREST</b>	<b>CONTRIBUTIONS</b>	<b>EXPENDITURES</b>	<b>BALANCE</b>
Stabilization	149,972.00	3,205.95	451,000.00		604,177.95
Health Insurance Trust	319,439.54	9,297.61	1,746,764.38	31,699.00	2,067,705.39
Cemetery Perpetual Care	20,767.30	8,912.49			29,679.79
Charles Colburn Cem	1,814.48	147.74			1,962.22
William Wright Cem	8,011.68	579.95			8,591.63
Lyman Wilkins Cem	2,771.16	186.51			2,957.67
J.H. Fletcher Cem	1,176.63	119.34			1,295.97
Alonzo Reed Cem	3,997.24	245.01			4,242.25
Metcalf & Soldiers Cem	5,664.93	310.36			5,975.29
Library Book Fund	281.98	605.58		285.85	601.71
Library Lecture Fund	1,834.62	1,423.18		1,235.00	2,022.80
All Purpose Fund	1,845.24	1,266.85		1,462.79	1,649.30
Library Trustee	2,181.51	2,746.59	317.88	3,585.96	1,660.02
J.V. Fletcher Library	68,128.25	2,936.50	19,201.99	5,692.58	84,574.16
Ellen Rainville Education	1,730.41	521.62		569.00	1,683.03
Whitney Tree	8,849.35	505.72			9,355.07
Whitney Playground	17,951.20	1,245.79			19,196.99
Conservation	23,986.11	1,078.24	2,250.00	1,963.40	25,350.55
<b>TOTAL EXPENDABLE</b>	<b>640,403.63</b>	<b>36,336.03</b>	<b>2,219,634.25</b>	<b>31,699.00</b>	<b>2,082,499.97</b>
					<b>844,471.94</b>

**TAX COLLECTOR  
TOWN REPORT  
07/01/96-06/30/97**

<u>TYPE</u>	<u>BALANCE</u>	<u>COMMITTED</u>	<u>COLLECTED</u>	<u>REFUNDS</u>	<u>ABATED</u>	<u>TAX LIENS</u>	<u>TOTAL</u>
<b>Real Estate</b>							
Prior	157,778.85		1,344.06	349.67		3,057.94	
1992	21,162.21		1,020.28	242.92		20,384.85	
1993	57,926.23		12,502.91	700.43		46,123.75	
1994	53,443.12		24,160.40	2,158.63		30,357.66	
1995	85,155.70		40,850.88	3,435.64		45,199.68	
1996	410,700.15		299,135.46	57,269.46		226,800.91	
1997			22,138,798.45	142,889.31		100,632.71	
<b>Excise</b>							
Prior	89,933.69		2,808.20			87,125.49	
1992	8,796.99		933.44			7,863.55	
1993	9,363.74		1,309.67			8,054.07	
1994	7,742.05		2,006.03			5,736.02	
1995	14,979.38		16,903.16			8,516.37	
1996	117,299.40		9,018.07	1,422.08		66,697.10	
1997			245,315.45	335,910.21		10,718.50	
			1,553,339.25	1,396,124.79		48,325.64	
<b>Personal Property</b>							
Prior	31,243.19		680.16			30,563.03	
1996	26,253.23		21,198.95			4,988.38	
1997			428,089.34			25,647.54	
			453,793.50			65.90	
						56.62	

## Board of Assessors

### Years Activities

The fiscal 1997 tax values were primarily based on the 1996 revaluation of the town. Interim year adjustments were made based on sales for calendar year 1996. These adjustments are made to ensure that the town is adhering to Massachusetts Department of Revenue standards of 100 percent evaluation of property. The Department of Revenue certified the results of this assessment data to be within certain statistical requirements. Real estate sales suggest an increase in property values during 1996 and 1997 for certain areas of the town. The assessors will continue to make adjustments in the valuation process to ensure assessed values reflect current market conditions and satisfy D.O.R. guidelines. The towns next re-certification will be in fiscal year 1999. Overall, property values are low in the town and the fiscal year 1999 revaluation will raise assessed values by approximately fifteen to twenty percent. Sale prices in Westford are continuing to grow, people are paying more to move into this community. This relationship will lift property assessments in the town but also give homeowners a higher equity position in their homes.

The Principal Assessors position was filled in August by Michael Dugas, he looks forward to working in the town of Westford. The Board would like to give a special thanks to Joan Corey, Diane Sarno, and Ann Gardner for all their help and hard work while the Principal Assessor position was unfilled. The office was very busy during this time and they met all the challenges with superb competence and dedication to the town.

### Exemptions

In Fiscal year 1997 the board of Assessors granted two hundred twenty five statutory exemptions for property taxes in the amount of \$82,702 (Veterans, Elderly over 70, Blind, etc.) In Fiscal year 1996 the amount was \$66,398. The majority of the increase is due to the Chapter 126 of the Acts of 1988, allowing exemptions to increase to double their stated exemption amount.

### Abatements

In Fiscal year 1997 there were 95 requests for abatements on real and personal property. Sixty seven abatements were granted resulting in a total refund of \$46,353 tax dollars. There was one appeal filed with the Appellate Tax Board, and a judgment was passed in favor of the town.

Respectfully submitted:

Westford Board of Assessors

Michael Dugas, Principal Assessor  
Kevin Burke, Chairman  
Diane Holmes  
Titus Palmer

**TOWN OF WESTFORD  
FY98 TAX RATE COMPUTATION**

<b>A</b>	<b>AMOUNT TO BE RAISED</b>
1 APPROPRIATED	36,620,059
2 DEBT AND INTEREST CHARGES	5,469
3 OFFSETS	34,256
4 STATE AND COUNTY CHARGES	104,227
5 TEACHERS PAY DEFERRAL	536,158
6 SNOW AND ICE	104,010
7 OVERLAY RESERVE	411,012
	<b>37,815,191</b>
<b>B</b>	<b>ESTIMATED RECEIPTS AND REVENUES</b>
1 STATE AID	6,126,058
2 LOCAL RECEIPTS	3,280,127
3 OTHER SOURCES	225,000
4 AVAILABLE FUNDS (WATER ENTERPRISE)	1,795,889
5 OTHER AVAILABLE FUNDS	684,517
6 TEACHER DEFERRAL	469,138
	<b>12,580,729</b>
<b>C. AMOUNT TO BE RAISED BY TAXATION</b>	<b>25,234,462</b>
<b>D</b>	<b>VALUATION</b>
1 REAL PROPERTY	1,556,514,716
2 PERSONAL PROPERTY	32,557,150
	<b>TOTAL VALUATION</b>
	<b>1,589,071,866</b>
<b>E TAX RATE</b> =( <b>\$25,234,462 / \$1,589,071,866 X 1000</b> )	<b>15.88</b>

## Town Clerk's Office - 1997

We started the year, as always, with a flurry of activity. As soon as possible after the first of the year we are mandated to send out census forms to every household. In theory this should finish the census, but in practice it requires phone follow-up and if all else fails, home visits. At the same time we start to license dogs (1800 of them now).

We also had to ascertain the number of open elected positions for the ballot in the May election and readied nomination papers and financial statements ready for candidates.

In early spring we had ballot preparation to finish as well as seventy workers to obtain in time for town election and town meeting. Election day in spring was exciting, as usual, and a very long day starts at five in the morning and goes until eleven at night. This was followed by town meeting on the following Saturday and continuing on to the next week.

Summer time is used to update voters and this has become somewhat more of a task than it used to be as we have in excess of twelve thousand voters and, sad to say, they don't stay in one place for too long. The regular office business, of births, deaths and marriages, fishing licenses goes on as usual. Which reminds me that I performed four wedding ceremonies in the office last year which is always pretty exciting.

Fall brought another set of town meetings and this past fall we had a special town election (again the seventy workers) to ask the voters for a debt exemption in order to purchase the Picking property.

All in all an exciting year with never a dull moment.

## CONSERVATION COMMISSION

While the Commission's work of development review continued to dominate its activities in 1997, new technology and personnel were added to assist the Commission and to provide the public with a better understanding of both the Commission's job as well as the specifics of particular projects. During the year the Commission's review of development projects shifted from the major residential subdivisions of "Greystone Estates" and "Beaver Brook Estates" to large municipal projects, including an expansion of Westford Academy and construction of a new Police Facility. The Commission also continued the work of acquiring Conservation land for the Town, and achieved a major goal of the Open Space Plan with the official dedication at annual Town Meeting of over 260 acres of land in the southern part of Town as the Richard S. Emmet Conservation Land.

Statistically, the work of the Commission is reflected as follows: public hearings were opened for 38 Requests for Determination, primarily to determine existence and location of wetlands, as well as potential impacts from roadway utility installations, including gas and water lines; public hearings were opened for 73 Notice of Intent and amendment submissions for proposals to work within 100 feet of wetlands. The Commission conducted 15 formal site visits, and Conservation Administrator William Turner conducted over 350 site inspections.

Enforcement orders and fines for eight projects, totaling \$5,400.00 were issued, primarily for failure to comply with Orders of Conditions issued under the Wetlands Protection Act and local nonzoning wetlands bylaw.

The Commission completed its review of the Town's largest residential subdivision, "Greystone Estates" located in the northeast corner of the town. Designed as an Open Space type subdivision, the development will preserve over 200 acres of open space. All roadways, as in all recent developments, have been designed following the State Department of Environmental Protection's stormwater management guidelines to assure that all nonpoint source pollution is attenuated through a complex series of drainage control structures. Of particular concern was the presence of a State Listed Species of Special Concern, the Spotted Turtle. In dealing with this issue, the Conservation Commission sought information on this species and the reasons for its decline in Massachusetts. The lifespan of Spotted Turtles is about 40 years. Unless a particular turtle reaches the age of sexual maturity (about 9 years) it is not able to contribute to the continuation of the species. The plan for this subdivision included a large road, proposed to pass through the Spotted Turtle habitat on its way to 250 new houses. The possibility of relocating the new road away from the turtle habitat was explored, but found to be impractical for a number of reasons. After a lengthy analysis and negotiations, a solution was reached that includes several factors to protect the turtles. Over fifty acres of turtle habitat have been left undisturbed and over a quarter million dollars of special design features have been incorporated in the design of the roadway to provide migration paths for the turtle to prevent it from entering on the roadways, where it would face its greatest mortality factor, automobile traffic.

Similar concerns shaped the design of the 65 lot “Beaver Brook Estates” subdivision located in the western part of the Town between Beaver Brook and Beaver Brook Road. This subdivision represents one of the first applications of the Rivers Protection Act. Other than a permissible water line installed over Beaver Brook at an existing bridge, all development activity has been kept outside of the “Riverfront Area”. This limitation was also important to protect the habitat of two Endangered Species of bird, the American Bittern and Least Bittern. The extensive marshes along Beaver Brook at this location have been designated as habitat for these two species. Another State listed Species of Special Concern, the blue spotted salamander, had been identified on the site, using one of the vernal pools located within the project. An undisturbed uplands buffer area of a minimum of 100 feet has been left around the vernal pool to protect its wetlands habitat.

The blue spotted salamander also played a role in shaping the Westford Academy expansion project. The public hearing brought to light the presence of blue spotted salamander habitat, which was confirmed by wildlife consultants and the state’s Natural Heritage and Endangered Species program. Working cooperatively with the Permanent School Building Committee, the Commission shaped the project so as to provide a 100 foot uplands buffer to protect the wetlands habitat. Otherwise the project is a model redevelopment project, in that the existing site has few of the new stormwater management features recognized as critical for protecting the environment, and the approved design now meets all the recommended standards. Similarly the design of the new Police facility to be located adjacent to Town Hall in the center incorporates stormwater runoff quantity and quality control measures that are presently lacking on the site. At present the rainwater on the parking area runs off directly into the wetland, without any means for removing petroleum or other contamination or limiting the rate of runoff.

Another project of great municipal interest was reviewed and approved in 1997, the replacement of the River Street bridge at Stony Brook. This project also involved the new Rivers Protection Act, passed by the legislature in 1996. During 1997 the State issued the detailed regulations for the new Act, which include many complexities for Conservation Commissions. The law expands the jurisdiction of the Commission to now include all land within 200 feet of the banks of all rivers in the Commonwealth. One of the immediate complexities in implementing the law has been determining what waterways are covered by the Rivers Act. The Regulations issued in October of 1997 indicate that it is presumed that any brook, stream or river shown as perennial on the latest United State Geological Survey Map is a river as defined under the Act. However, that presumption can be overcome, and a number of factors, including the influence of pumping of water supply wells may be taken into account. If construction is proposed within the Riverfront Area, to be approved it must meet certain specific performance standards, which include a prohibition of any work within the innermost 100 feet to the river, and not more than 10% or 5,000 square feet alteration of existing vegetation in the outer 100 foot zone. These standards may be overcome by showing that the proposed project will not adversely impact the interests protected by the Act. An applicant must first demonstrate that they have no economically practical alternative to the project. As an example the River Street Bridge replacement clearly had no practical alternative and was therefore permitted. The permitting process still allowed for conditioning the project to protect the interests of the Act and with the

careful work of the Town's Highway Department and Mass Highway Department an excellent job was performed and Stony Brook was well protected during a very invasive project.

With the introduction of an economic analysis aspect of Wetlands Act permitting, Conservation Commission's now potentially must conduct the most complicated development review of any municipal board. The Rivers Protection Act is the latest in a series of amendments to the Wetlands Act and Regulations over the past ten years, including changes in wildlife regulations and wetlands delineation procedures that have made the Commission's tasks more complex.

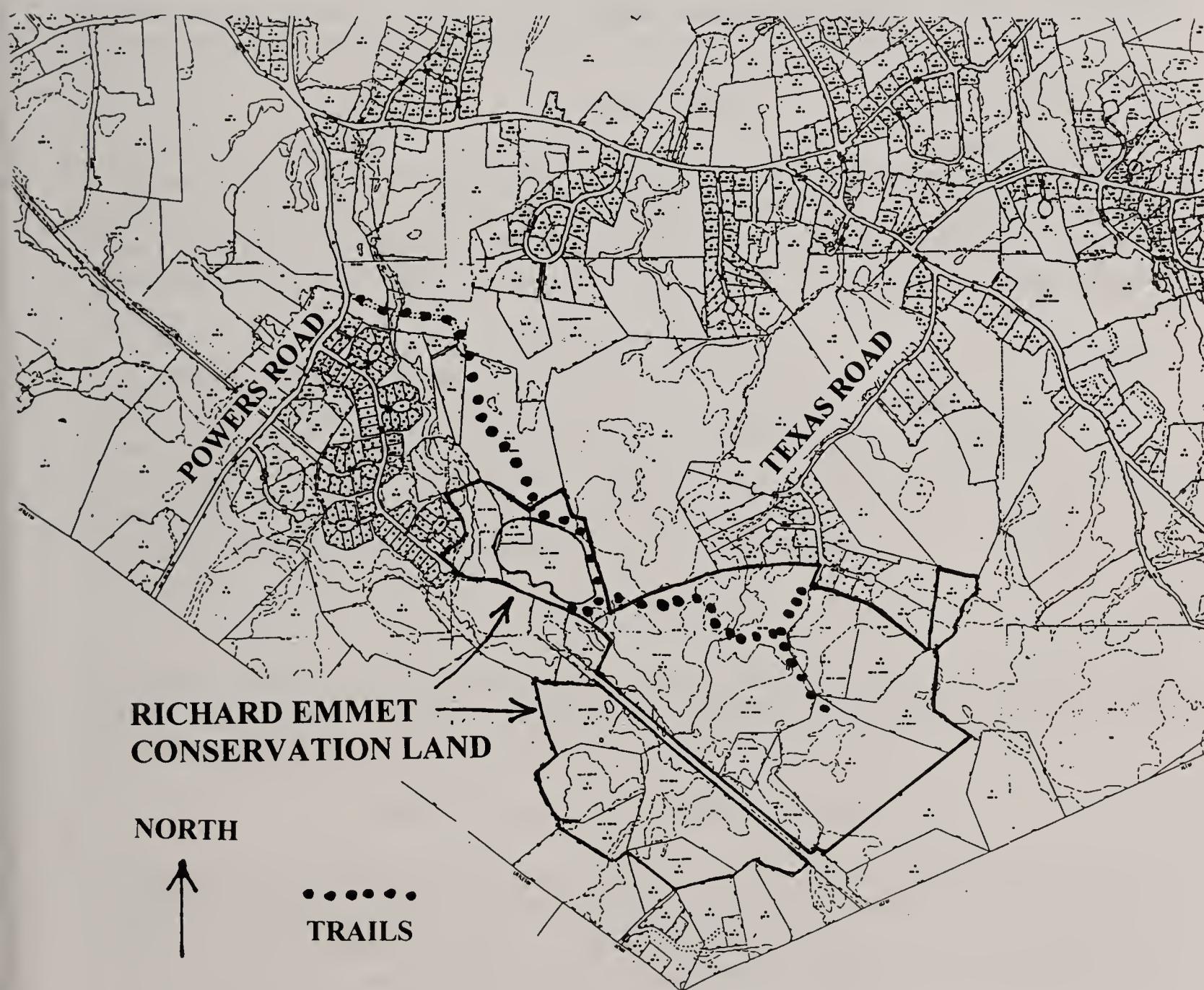
Fortunately, the Commission has received additional personnel support with the hiring of Belinda Briggs as a part time conservation technician. Ms. Briggs has a Bachelor's Degree in environmental science and is working on a master's degree in biology at the University of Lowell, and has been assisting Conservation Administrator William Turner with the growing number of required site inspections, project reviews and citizen and developer inquiries. Most important she has been assisting in the development of the Commission's new computerized database, which is part of the overall computerization of records at Town Hall, that will eventually allow for quick and easy access to project information from computer consoles connected to the Town's database.

The Commission is now online! Thanks to Commission member Mike Killoran the Commission now has its own site on the Worldwide Web, consisting of many pages. The site contains a wealth of information about the Commission and the laws it administers and the importance of wetlands. Links to other public and private environmental organizations are also provided. It can be accessed via the Town of Westford Home Page at <http://www.westford.mec.edu>, or directly at the address of <http://www.ultranet.com/~killoran/cc.html>.

Other "developers" increasing their activity in Westford in the past few year have been beavers. Once extinct in this area, they are repopulating the area rapidly, and the decline in trapping because of recent changes in trapping laws will only result in more beaver activity. Although many wetlands and the benefits they provide are the result of past beaver activity (an example is the flooded wetland near Kimball's that has attracted a Blue Heron rookery), where that activity conflicts with human uses serious problems can develop. For that reason the State, through the Division of Fisheries and Wildlife, has developed a program to permit landowners to modify beaver dams to reduce their impacts. It is illegal for anyone to tamper with a beaver dam without proper permission. Unauthorized tampering can cause additional problems, as in the case where a property owner caused the failure of a beaver dam and sudden discharge of water with violently destructive consequences on Gould Road, where over 100 feet of roadway was swept away, with a cost of thousands of dollars to the Town to repair. Fortunately, no one was trapped in the flood waters. Anyone with concerns regarding beaver activity or wishing to modify a dam should contact the Division of Fisheries and Wildlife's Acton office at 978-263-4347.

In the area of open space protection, a long term goal of the Town's Open Space Plan was achieved with the official designation of over 260 acres in the south part of Town (see map, next page) as the Richard Emmet Conservation Land. This designation is meant to honor the Town's leading conservationist, whose donations of land to the Massachusetts Audubon Society, which

adjoin this tract, will benefit the Town for generations to come. This beautiful and diverse landscape includes a pond, streams, extensive wetlands, an open sand plain left from old sand and gravel mining, and text book examples of undisturbed glacial geology features. This diversity provides outstanding habitat for many wildlife and plant species, and the Commission is very pleased that Massachusetts Audubon Society is including this area in the biological inventory they are conducting on their adjacent property. Access can be gained by foot or horseback from trail heads on Powers Road and Texas Road.



A major conservation land acquisition was finalized in 1997 with completion of a land swap, which brought the Town over 17 acres of land of the Scott family on Cold Spring Road bordering the Day Conservation Land (also known as the Pumpkin Field), which was acquired in 1996. Another great development in 1997 was the Town's approval of the cooperative purchase of most of the Picking/Gould land located along Groton Road and Gould Road. While over 47 acres will be dedicated directly to conservation, the remaining parcels will be managed by two private individuals, Robert Webb and Robert Waskiewicz to restore the Town's last working

farm and maintain it as an educational facility open to the public and a testament to the agricultural heritage of the Town.

As always, the Commission would like to take this opportunity to salute the dedication, hard work and personal sacrifice of the many unpaid volunteers serving on Town Committees to protect and enhance Westford's special natural and historic heritage. In that light we salute Douglas C. Deschenes, who served on the Commission from 1994 to 1997, and who, as Chairman successfully guided the Commission through some of the largest and most challenging projects the town has ever faced. We also take this opportunity to welcome Mike Killoran, whose Web page contribution has already brought the Commission to the doorstep of the new Millennium. And last but certainly not least, we welcome back to the Commission, Chet Cook, the most experienced Conservation Commissioner with over twenty years of service, and one of the most outstanding public servants of the Town.

Respectfully submitted,

Eric Fahle, Chairman  
Christie Williams, Vice Chair  
Margaret Wheeler  
William H. Harman III  
George Fletcher  
Michael Killoran  
Chester Cook

## PLANNING BOARD

1997 was a year of transition for the Planning Board, as well as, the Town of Westford as a whole. In 1997 the Planning Board concluded a 2-year long review of two substantial residential subdivisions, Greystone & Beaver Brook Estates, one of which is the largest such development in the history of the community. The Town also witnessed an overall shift from the predominantly residential development patterns of the past 10 years to a commercial resurgence within the Littleton Road area. Specifically, office development continued strongly in the Westford Technology Park project with the construction and completion of GenRad, Lotus, and the Emerson Hospital building at the corner of Littleton & Nixon Roads. Another emerging trend in 1997 was child care facilities. The Planning Board approved 3 such facilities within this twelve month period; one at the existing Tara Hall building, at the corner of Carlisle and Acton Roads, a second within the existing Nashoba Farm structure, on Concord Road, and the third was an expansion of the existing Next Generation Day Care on Powers Road.

### NEW SUBDIVISIONS

Under subdivision control, six (6) definitive subdivisions were approved, totaling 312 single-family lots, with two of these being open space developments, Beaver Brook & Greystone Estates. The Board also approved three (3) preliminary subdivisions, totaling 26 lots, and 23 Approvals Not Required (ANR), totaling 50 new lots. Action was taken to deny 3 ANR plans.

### SITE PLAN APPROVALS

Under site plan review the Planning Board took action to approve 12 new projects totaling approximately 145,000 s.f. Commercial projects included the new Westford Police Station, the expansion and/or new development of three day care facilities, a multiple-unit retail development, and a 2,000 s.f. car wash. In addition, site plan approval was granted to the new Westford Water Department (Twin Peaks) water tower, a telecommunication tower on Nashoba Hill, and the expansion of the Cameron Senior Center parking lot.

### SPECIAL PERMITS

The Board approved six (6) special permits associated with the new Water Resource Protection bylaw, four (4) common drives, two (2) open space residential development special permits, one (1) earth removal permit, and one permit for work within a 100 year flood plain.

### RULES & REGULATIONS / ZONING AMENDMENTS

The Board approved various amendments to the Town of Westford's Rules & Regulations, the majority of which involved revising the roadway development criteria to be consistent with industry and State standards. Numerous zoning ordinance amendments were also undertaken by the Board, including a new Wireless Communication Bylaw, amended Site Plan Regulations, and miscellaneous changes to the current regulations.

## OTHER ACTIVITIES

Open space preservation has long been a priority for the Planning Board, and 1997 was a year of many successes in this respect. Most notably, the Planning Board was instrumental in the facilitation of the Fall Town Meeting vote to acquire a portion of the Picking Estate, an 86 acre, traditional New England farm located at the corners of Groton & Gould Roads and North Street. When completed, the farm will represent an innovative private/public venture which will result in the complete renovation of the buildings and land for the establishment of a functioning, educational, agricultural operation, to be owned and/or managed by two private individuals.

Additionally, the Board continues to pursue State & Federal funds for the acquisition of the East Boston Camps property; the single-most important piece of open space in the Town of Westford. The State has indicated to the town that priority grant funding is provided to municipal projects that represent a comprehensive approach to providing passive and active recreation to the local, as well as state-wide, populations. In response to this funding policy, and in order to increase the Town's likelihood for successfully receiving grants, the Planning Board, in conjunction with other Town Boards & Commissions, continues to work on the design and implementation of a town-wide trail plan known as the Regional Recreation Plan. Through development mitigation contributions and State grants, the Planning Board has secured in 1997 the installation of phase one of the trail and the design of phases two & three. This remarkable progress in the completion of this comprehensive recreation plan has permitted the Town to continue East Boston Camp acquisition discussions with the MA. Department of Environmental Management.

1997 was also of significant importance to the recreational interests of the Town. During the final definitive subdivision approval process for the Greystone Estates subdivision, the Applicant voluntarily offered to contribute the funding and labor necessary to begin and complete approximately half of the Farmers Parcel. Although the contribution was received in 1997, the work is not scheduled to begin until Spring of 1999.

## MEMBERSHIP CHANGES

During the year, the Planning Board experienced a shift in its membership. With deep regrets, the Board accepted the resignation of Denali Delmar, a one term (5 years) member, whose contributions to the efforts of the Planning Board were greatly appreciated. Also, the Board was happy to welcome Andrea Peraner-Sweet as a member. Ms. Peraner-Sweet is a long time resident of the Town, an active member of both the Westford Master Plan Implementation Committee and the Permanent School Building Committee, and as a practicing attorney of law, is expected to bring great technical knowledge to the Board.

Respectively submitted,

Allan Loiselle  
Robert Jefferies  
Peter Fletcher  
Marguerite (Peggy) Jungbluth  
Andrea Peraner-Sweet

## **ZONING BOARD OF APPEALS 1997 ANNUAL REPORT**

The Zoning Board of Appeals is a quasi-judicial body of five members and two associate members chartered under both State Law (Chapter 40A) and the Westford Zoning Bylaw. The Board is appointed by the Board of Selectmen, and acts in four primary areas:

- Variances
- Special Permits
- Appeals to the decisions of the Building Inspector and Code Enforcer
- Comprehensive Permits (State Law)

The Board meets monthly to hear a rather normal array of petitions. This year the Board has heard several petitions regarding "Use Variances" as well as the siting of Wireless Telecommunications Facilities. Use Variances enable the Board to allow a use not ordinarily permitted in a particular zone. This power is granted under state law if authorized by a city or town, but is subject to the same criteria as the more traditional Dimensional Variance. These criteria state that the petitioner must show that owing to circumstances relating to the soil conditions, shape or topography of the land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of the ordinance or by-law would involve substantial hardship, financial or otherwise, to the petitioner or appellant. Further, the petitioner must also show that the requested relief may be granted without substantial detriment to the public good, and without nullifying or substantially derogating from the intent and purpose of the ordinance or bylaw in question. Normally these are very difficult conditions to demonstrate for a change of permitted use. The Board has used these criteria to evaluate seven (7) applications for Use Variance in 1997 and have granted only one (1) of these. That Use Variance was for the siting of a wireless telecommunications facility in a residential zone, where the subject parcel was already under commercial use by a previous Zoning Board decision. This was a complex decision for the board and is now under litigation. The Siting of Wireless Telecommunication Facilities was previously allowed under a Special Permit from the ZBA, but is now regulated under its own section in the Town Bylaw.

Although petitions for Use Variances will continue to be forthcoming, the Board will continue to scrutinize each petition under the strict guidelines set by state law. It is the duty of the Board to preserve the character of Westford and this can only be accomplished by the strict adherence to the criteria set forth for the Board under State Law.

	<b>Actions Granted in 1997</b>	<b>Applications made in 1997</b>
Variances	18	25
Use Variances	1	7
Special Permits	8	11

Respectfully submitted,

John Cadigan, Chairman  
Ronald Johnson  
Roger Hall  
Ellen Doucette, Esq.  
Jay Enis

David Earl, Associate  
Sam Frank, Associate



## MASTER PLAN IMPLEMENTATION COMMITTEE

During 1997, the Master Plan Implementation Committee focused on achieving the goals and objectives set forth in the Master Plan. Throughout 1997, the Committee continued to take a leadership role to insure that the Town's governing bodies gave full consideration to the philosophy and perspective found in the Master Plan when setting policy and direction for the Town. The Committee's voice was heard on issues as diverse as the preservation of open space, the purchase of the Pickens/Gould property, traffic issues, capital improvements and the continuing impact of growth on the Town.

The preservation of open space remained a forefront issue. Representatives from the Master Plan attended and testified before the Joint Taxation Committee on behalf of Westford's Land Bank bill.

The Open Space Task Force had an active year. It worked on the development of a connected trail system running throughout Town. It sponsored a Joint Boards Meeting and held several public forums to present this project.

Additionally, the task force planned and sponsored a forum for land owners to assist them in estate planning and the preservation of their land. The task force also worked with Town Hall to develop a database of all Town-owned property. As 1997 concluded, this database was almost complete.

The Environmental Task Force re-wrote the Town's Hazardous Waste By-Law to bring it into compliance with new state regulations and to insure the continued protection of the Town's groundwater. The new By-Law was presented and adopted at Annual Town Meeting.

The Economic Issues Task Force continued sponsoring breakfasts in order to facilitate discussion between the Town's business community and the Town. Traffic issues emerged as a major concern for all and the future impact of ongoing economic growth.

As the Committee enters 1998, it does so with renewed energy and a commitment to insure that the Master Plan continues as a viable, working document, incorporated into the policy and decision making process of the Town.

## PICKING/GOULD FARM NEGOTIATING COMMITTEE

Town voters enthusiastically approved purchase of the Picking/Gould Farm under a public-private partnership to develop a traditional New England family farm for education and recreation. In a unique venture, the Town bought 62 acres for \$1.2 million and two investors purchased 24 acres for \$300,000. Most of the Town land will be leased to the investors who, in turn, agreed to restore the farm buildings and operate a farm and trail system open to the public. Almost 5 acres will be given to the Cemetery Commission to expand the abutting Wright Cemetery.

The land became available when Mrs. Albert (Bernice Gould) Picking died in 1996. Called the Forest View Farm, the land was in the same family for over 200 years and Bernice Picking lived on the farm for most of her life. The house, barn and farm buildings are among the oldest in Westford. The farm consisted of three parcels of land (128 acres) located in Graniteville at the intersection of Groton Road (Route 40), North Street and Gould Road.

The Director of Land Use Management, Jeff Chelgren, first formed an informal group of interested officials and residents in January 1997 to explore buying the land. The concept focused on using the land for conservation, recreation and watershed protection but, most importantly, for avoiding development of 45 – 50 houses. This approach resulted in an offer to the estate by the Board of Selectmen in March for \$1.5 million, which was rejected. Two members of the informal group, Bob Webb and Bob Waskiewicz, then made a higher private offer to protect the land with the understanding that the Town would have an opportunity to later purchase some of the land. This too was rejected.

Over the summer, the informal group continued to explore alternatives. By August, discussions with the Picking Estate, represented by John Connell and Howard Hall, began to show results. The concept matured into a private-public partnership for 86 acres and retention of 42 acres by the estate. The nearby Massachusetts Institute of Technology Lincoln Laboratory Millstone Hill donated an acre land to facilitate the deal. The Town and the two investors, now referred to as “the two Bobs,” purchased almost all of the two farm parcels north of Groton Road. The estate retained four lots along Groton Road near MIT and was limited to development of 22 house lots on the parcel south of Groton Road. Of the Town’s 62 acres, 5 acres will be given to the Cemetery Commission. The remaining 57 acres, 49 acres of which will be placed under a Conservation Restriction, will be leased to the two Bobs for 49 years. The Bobs agreed to enter into a performance contract with the Town specifying what they would do on their land to implement a traditional New England family farm, with a trail system, open to the public.

As the fall Special Town Meeting approached, the Selectmen appointed a formal Picking/Gould Farm Negotiating Committee in September to work with both the estate and the private investors. The Finance Committee, exercising its role of financial

stewardship, advised the voters of weaknesses in the plan and of other potential uses for the money. A private group, The Friends of the Picking/Gould Farm led by Beth Peterson, advocated acceptance through public forums and distribution of information. Although some details were not fully developed, the concept was brought to the Special Town Meeting on October 7<sup>th</sup> and accepted with a nearly unanimous majority. The vote was contingent on approval of a debt exclusion for \$1.2 million by a Special Election. The Town and the two investors made formal offers to the estate on October 14<sup>th</sup> that were accepted on November 10<sup>th</sup>. A Special Election, the first of its kind, was held on November 18<sup>th</sup> and resulted in approval by a vote of 1414 in favor, 463 against.

Now the work fell to Jeff Chelgren, Town Counsel Elaine Lucas, and members of the Committee to negotiate the details and turn the concept into a reality. Bob and Margit Webb and Bob Waskiewicz, represented by attorney Angela Harkness, participated in preparation of the land purchase documents, the lease for Town land, and the performance contract for the private properties. The Conservation Commission Coordinator, Bill Turner, and the Planning Board staff prepared an application for "self-help" grants from the State to partially fund the Town's purchase. (With the approval of the Selectmen, the final documents executing the purchase and establishing the public-private partnership were signed on February 24, 1998. Also in February 1998, the State gave partial approval of a grant pending further review of the project.)

In less than a year, Town officials, volunteers and private investors were able to take advantage of a tremendous opportunity for providing future education, recreation, watershed and conservation resources. Taxpayers of Westford were able to leverage \$1.2 million in public funding to obtain over \$2 million in capital investment and additional annual farm/trail operating funds. The Picking/Gould Farm Negotiating Committee thanks the voters and taxpayers for their confidence in this unique venture.

### Members

Jeff Chelgren  
Dini Healy-Coffin  
Leslie Thomas

George Fletcher  
Bob Herrmann  
Christie Williams

Peter Fletcher  
Bob Jefferies  
Jack Wrobel

Photo (reverse): *Bob Webb, Bob Waskiewicz, Margit Webb, Jeff Chelgren, Elaine Lucas and Angela Harkness (back to camera) finalize the public-private partnership.*





WESTFORD POLICE DEPARTMENT ROSTER

CHIEF OF POLICE

Robert M. Welch, Jr.

LIEUTENANT

Edward A. Cossette  
John Tzikopoulos

PATROL SERGEANTS

Terence J. Kane  
Timothy L. Pomerleau

Edward P. Rochon, Jr.  
Joseph J. Roy

Joseph Shields

PATROL OFFICERS

Kevin M. Brooks  
John D. Caron  
Hervey P. Cote  
William F. Duggan  
George E. Higgins  
Michael J. Jelley  
William G. Luppold  
Mary Ann McShea

Ronald L. Paulauskas  
Marc T. Proia  
Michael J. Perciballi  
Dennis A. Rogers  
Walter R. Shea  
Stephen F. Timothy  
Joseph A. Walker  
David M. Welch

CRIMINAL BUREAU

Lt. Thomas M. McEnaney  
Det. David S. Connell

Det. Michael B. Mayer  
Det. Victor F. Neal

SPECIAL ASSIGNMENT OFFICERS

Raymond V. Peachey  
D.A.R.E., Community Service Officer

Det. Michael C. Perron  
Juvenile Officer

INTERMITTENTS

Paul Connell  
Michael Croteau  
Joseph Eracleo  
Joel Gagne  
Megan Guthrie  
Steven Keins

Jason Mack  
James McCusker  
Scott Peloquin  
Donald Pick  
Michael Saunders  
Richard Smith

AUXILIARY/TRAFFIC CONTROL OFFICERS

Douglas Barnett  
Ed Foye  
Michael Maloney  
Daniel O'Donnell  
Marie Raffaelo  
Robert Raffaelo

Craig Upperman  
Karrianne Waters  
Cynthia Weeks  
Michelle Wright  
George Wickson  
Jeff Yung

TRAFFIC SUPERVISORS

Barbara Buchanan  
Sheila Curley

Mary Hill  
Lorraine Priest

POLICE MATRONS

Barbara Buchanan  
Jo Cobleigh  
Sheila Curley

Cynthia Weeks

Jean Guthrie  
Mary Hill  
Carmen Martin

OFFICE PERSONNEL

Jo Cobleigh  
Jean Guthrie

Donna McCafferty  
Linda Zarzatian

TELECOMMUNICATORS

Timothy Whitcomb  
Carmen Martin

Cynthia Weeks  
George Wickson

DOG OFFICER  
Joseph Lamb

CUSTODIAL

Mary Sawyer

Stephanie Cobleigh

REPORT OF WESTFORD POLICE DEPARTMENT

ARRESTS-----	142
ARRESTS-JUVENILE-----	18
COMMITMENTS-----	3
PROTECTIVE CUSTODY-----	32
RESTRAINING ORDERS-----	98
SUMMONS-----	178

INCIDENTS INVESTIGATED

ACCIDENT, BOAT-----	1
ACCIDENT, INDUSTRIAL-----	11
ACCIDENT, MV-INJURY-----	89
ACCIDENT, MV-NO INJURY-----	480
ACCIDENT, MV-FATAL-----	1
ACCIDENT, OTHER-----	2
ALARM, BURGLAR-----	911
AMBULANCE-----	600
ANIMAL BITE-----	12
ANIMAL CRUELTY-----	7
ANIMAL, STRAY-----	18
ANIMAL, VICIOUS-----	18
ANIMAL/MV COLLISION-----	36
ASSAULT/FIREARM-----	1
ASSAULT/KNIFE-----	2
ASSAULT/PHYSICAL-----	12
ASSAULT/SIMPLE-----	25
ASSAULT/WEAPONS-----	3
BOMB THREAT-----	3
BREAKING & ENTERING, ATTEMPT-----	16
BREAKING & ENTERING, FORCED ENTRY-----	25
BREAKING & ENTERING, UNLAWFUL ENTRY-----	8
BREAKING & ENTERING, UNFOUNDED-----	2
BUILDING FOUND OPEN-----	101
BY-LAW VIOLATION, CARS-----	26
BY-LAW VIOLATION, DOGS-----	7
BY-LAW VIOLATION, DRINKING-----	1
BY-LAW VIOLATION, OTHER-----	18
CHILD ABUSE-----	1
CHILD MOLESTING-----	1
CHILD NEGLECT-----	1
COUNTERFEITING-----	1
DISORDERLY CONDUCT-----	8
DISORDERLY PERSON, THREATENING-----	21
DISTURBANCE-----	618
DISTURBING THE PEACE-----	20
DOMESTIC-----	125
DRUG OFFENSE-OTHER-----	9
DRUG OFFENSE-POSSESSION-----	22
DRUG OFFENSE-SALE-----	2
FORGERY-----	3
FRAUD-----	6
FIRE-ALARM-----	150
FIRE-BUILDING-----	51
FIRE-MV-----	27
FIRE-OTHER-----	117
FIREARMS VIOLATIONS-CARRYING-----	1
FIREARMS VIOLATIONS-ILLEGAL DISCHARGE-----	10

FIREARMS VIOLATIONS-SALE-----	1
FIRST RESPONDER CALL-----	74
FUNERAL ESCORT-----	7
GENERAL OFFENSE-FIREWORKS VIOLATIONS-----	2
GENERAL OFFENSE-OTHER-----	2
GENERAL OFFENSE-RUBBISH DISPOSAL-----	17
GENERAL OFFENSE-TRESPASS-----	26
GENERAL SERVICE-ASSIST MOTORIST-----	3
GENERAL SERVICE-LOCK OUT-----	403
GENERAL SERVICE-MESSAGE DELIVERY-----	25
GENERAL SERVICE-OTHER-----	366
GENERAL SERVICE-REMOVE ANIMAL-----	5
GENERAL SERVICE-TRANSPORTATION-----	30
HARASSMENT-----	6
HEALTH HAZARD-----	28
INJURY TO PROPERTY-PRIVATE-----	210
INJURY TO PROPERTY-PUBLIC-----	38
KIDNAPPING-----	2
LARCENY-----	212
LARCENY ATTEMPT-----	4
LARCENY BY CHECK-----	5
LARCENY BY CREDIT CARD-----	11
LARCENY FROM MV-----	37
LARCENY MV-AUTOMOBILE-----	10
LARCENY MV-OTHER-----	2
LIQUOR LAW VIOLATION-POSSESSION-----	14
LIQUOR LAW VIOLATION-SALE TO MINOR-----	1
LOST CHILD-----	5
MISSING PERSON-----	29
MUTUAL AID CALL-----	46
MV ABANDONED-----	1
MV CITATIONS-----	2,591
MV DISABLED-----	374
MV VIOLATIONS-----	463
OFFICER WANTED-----	2
ORDER RECEIVED-----	4
PARKING TICKETS-----	188
PRISONER PICKUP-----	1
PRISONER TRANSPORT-----	2
PROPERTY FOUND-----	78
PROPERTY INSECURE-----	6
PROPERTY LOST-----	35
PROPERTY RECOVERED-----	28
PROWLER-----	9
REPOSSESSION-----	7
R.O. VIOLATION-----	12
ROBBERY-UNARMED-----	1
ROBBERY-ATTEMPT-----	1
RUNAWAY-----	10
SAFETY HAZARD-----	90
SECURITY CHECK-----	47
SEX OFFENSE-INDECENT EXPOSURE-----	4
SEX OFFENSE-OTHER-----	1
SEX OFFENSE-RAPE-FORCED-----	6
SHOPLIFTING-----	4
STALKING-----	1
STOLEN PROPERTY RECOVERED-----	3
STOLEN PROPERTY-POSSESSION-----	3
SUDDEN DEATH-----	11
SUICIDE ATTEMPTS-----	5

SURVEILLANCE MV-----	31
SURVEILLANCE-PERSON-----	38
SUSPICIOUS MV-----	329
SUSPICIOUS PERSON-----	195
TELEPHONE HARASSMENT-----	98
TELEPHONE OBSCENITY-----	66
TELEPHONE-911 HANG-UP-----	345
TELEPHONE-911 NON-EMERGENCY-----	149
TELEPHONE-911 OTHER-----	95
TRAFFIC CONTROL-----	13
TRAFFIC HAZARD-----	290
TRUANCY-----	1
VIN CHECK-----	26

## FIRE DEPARTMENT

Once again, 1997 proved to be an active year for our department, responding to 1858 calls which is approximately 8% higher than 1996. As many of you are aware, we are trying our best to absorb the impact of growth in the town with a projected population exceeding 20,000, up approximately 3% from last year. I believe we will likely continue to see calls increasing as the population increases with the completion of Lake Side Meadows, GreyStone Estates, Vineyard Estates, and Beaverbrook Estates, there will be an increased impact over the next few years.

Technology has proven very good for us. We have completed the large diameter hose project and each fire company has it on board. This new hose has improved our water supply, and has virtually eliminated the need to hang and dry hose which reduces the time it takes to get equipment back into service after a fire. We have begun testing smaller hand lines to see how effective it will be under actual fire conditions and help minimize the time on the fire ground and save costs. Another new item many of you may have seen is the pre-emption signally system (Opticom) at Boston Road and Route 110 as well as the lights at Market Basket. This new equipment allows our emergency apparatus to emit a strobe light that is received at the intersection where it is detected and it takes control of the lights and changes them to green to allow traffic to flow in the direction that the emergency apparatus is heading, thus improving response time as well as the safety of emergency personnel.

### Student Awareness of Fire Education (S.A.F.E.)

Our S.A.F.E. program was successful in obtaining another grant of \$5,000.00. This education program is designed to help develop skills and recognize the dangers of smoking and smoking related materials in elementary, middle and high schools. We have also expanded this to include you, the general public during our public safety day. The day consisted of various S.A.F.E. programs, D.A.R.E., crime prevention and health services. We hope that these programs help to educate us to be safer and healthier individuals.

1997 also brought us the opportunity to have our very first one day Fire Safety Day Camp. This one day summer camp gave children between the ages of 6 and 10 the opportunity to learn about dialing 911, home escape plans, basic first aid, how to crawl in smoke and playing various games that promote fire safety. This program was funded by many of you in the business community and we would like to thank you. I would also like to take this opportunity to thank Don Parsons and Bill Stone for a job well done, without someone coordinating our efforts this program would not be a success.

Our firefighter certification program was shared with the Town of Tyngsboro this year. Approximately 60% of our department has successfully completed this training and we continue to be a model for other communities and are now using this curriculum on a continuos basis to help train our members. Our instructors deserve great praise for their accomplishments. Our officers are also moving towards becoming certified through the Massachusetts Fire Academy to the level of Fire Officer 1.

One goal of this department is to maintain a state of readiness to deliver emergency service to all the townspeople and businesses with our personnel as well as personnel from mutual aid communities. This fire department, as with other fire departments across the country have been called upon to handle a widening variety of emergency situations. Even though our on call personnel makes up 75% of the department, Westford, like other departments are struggling with growth as well as maintaining the availability of call personnel. Last year I reported that we need to balance the availability of call people with permanent personnel. This request was not filled last year and is being requested again this year, if we continue to ignore our need to balance and improve the availability level of personnel, then we lessen our state of readiness without the proper amount of people responding to an incident.

Last year I reported that it would be a good course of action to move forward and combine both the Forge Village and Graniteville stations and locate the combined station at Town Farm, the property that we had planned for since the 1970's. We have put together a committee made up of both call and permanent members of the department to use their professional background to come up with plans and estimated cost of the project. We are looking forward at moving towards this goal and hope to have a warrant article for this project at this year's town meeting.

I would like to thank those of you who responded to our fire department survey, we have taken your comments and input and put them to good use. We also hope that you enjoy the updates on the department that are published in Keeping Westford Connected, this is our vehicle to keep you updated on current information to better serve you, our customers. We are continuously looking at improving our customer satisfaction and part of that is to work towards getting on line with email as well as voicemail.

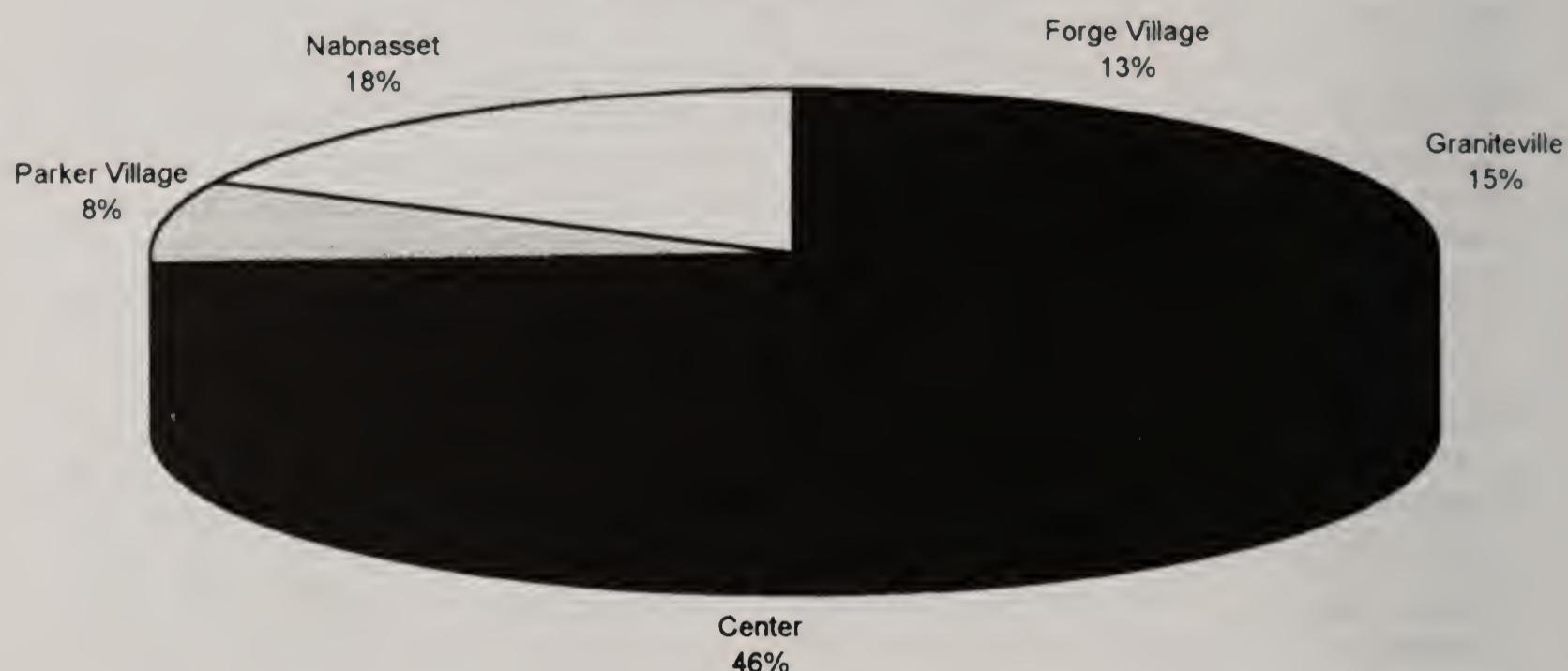
I would like to thank the townspeople for your generous support of our department and with your continued support, we hope to meet the demands of tomorrow. Thank you to all the department heads, the town manager and the board of selectmen for working together as a team. To the surrounding community's Fire Chief's and members of their respective departments, we thank you for your continuous responses and support and most of all to the men and women of the department and their families, you are the very essence of which this department is made up of, great individuals with great dedication.

Thank you,  
Richard Rochon, Fire Chief

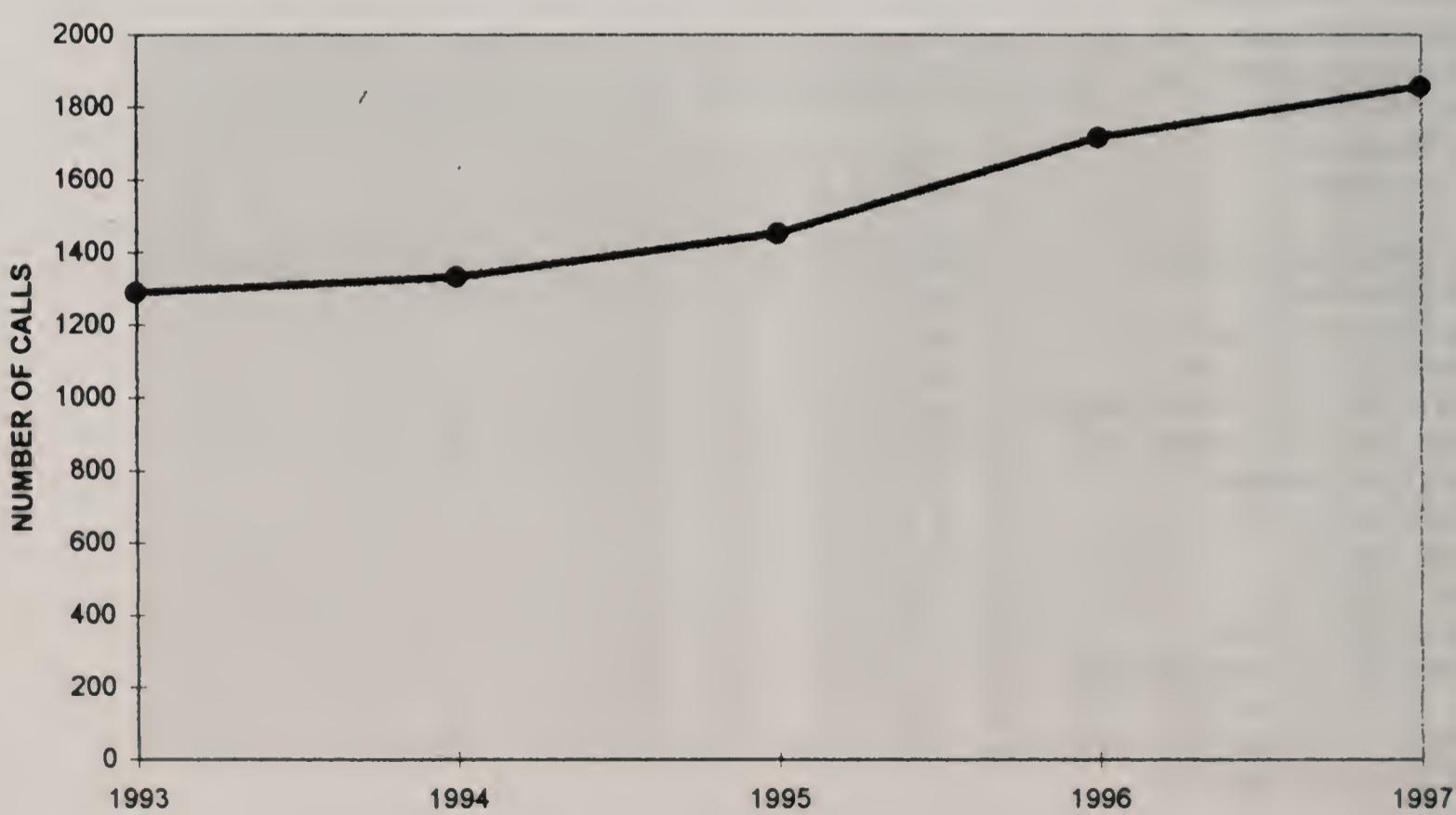
## 1997 TOWN REPORT TOTALS

AMBULANCE CALLS	971		
REQUEST FOR ALS	402		
ASSISTANCE	57		<b>MUTUAL AID IN</b>
APPLIANCE	16		
INVESTIGATIONS	16	LITTLETON	5 AMB.
BOX ALARMS	203	ACTON	1 AMB.
TROUBLE ALARMS	113	LIFE FLIGHT	1
SYSTEM TESTS	597		
BRUSH	40		
HOUSE FIRE CALLS ( 21 )	13		
CO. DET.	55		
VEHICLE	32	<b>MUTUAL AID OUT</b>	
CHEMICAL EMERG.	3		
CHIMNEY	7	LITTLETON	7 AMB. 4 ENG. 1 LAD
COMPLAINTS	2	GROTON	3 AMB. 1 F.I.U.
DIST 6 HAZMAT	3	AYER	1 AMB. 3 ENG. 1 LAD
DOWNED WIRES	25	CARLISLE	1 ENG CO.
DUMPSTERS	1	LOWELL	2 ENG CO. 1 LAD
ELECTRICAL	10	CHELMSFORD	1 LIGHTING UNIT.
ALARM CO. CALLS	52		
GAS LEAKS	14		
SMOKE. INVEST.	61		
ILLEGAL BURN	32		
RESCUES	49		
WATER PROB.	25		
SMOKE. DET.	17		
LAWN MOWER	1		
MAILBOX	2		
FLUID SPILL	9		
SNOWBLOWER	1		
SEARCH & RESCUE	2		
FRONT END LOADER	1		
DERAILED TRAIN	1		
MUTUAL AID OUT	15		
MUTUAL AID IN	7		
FIRE WATCH	2		
<b>TOTAL CALLS</b>	<b>1858</b>		
COOKING FIRE PERMIT	69		
BRUSH PERMITS	2936		
BLASTS MONITORED	436		
AGRICULTURE BURN	13		
26F- RESALES & REFINANCES	348		
26G - NEW CONSTRUCTION	204		
STATIONS MANNED	2		
SNOW SHELTERS	2		
FIRE DRILLS	75		
NO SCHOOL	2		
DELAYED OPENING	0		
EMERGENCY MANAGEMENT			
ACTIVATED	0		
MUTUAL AID AMB. IN	7		
MUTUAL AID AMB. OUT	11		

## 1997 Total Fire & Ambulance Calls by Section of Town



## FIRE DEPARTMENT RESPONSES 1993 TO 1997



## Westford Fire Department Roster

### Fire Chief

Richard J. Rochon

### Deputy Fire Chief

(Call)  
David A. Woitowicz

### Captains

(Full time)

Steven R. Ducharme	Daniel J. O'Donnell Sr.
Joseph T. Targ	David A. Woitowicz

### Lieutenants

(Call)

James P. Barrett (Capt.)	Mark A. Boldrighini (Capt.)	Harold A. Fletcher Jr.
Robert L. Benoit	Daniel A. Britko	Timothy J. Hall
James F. Lamy	David M. O'Keefe	Mark N. Valcourt

### Firefighters&E.M.T.'s

Timothy A. Bellemore	Suzanne Benoit	Stephen A. Wyke
Peter Denechuck	Diane Doyle	Donald Drew
Henry LeDuc	Edward P. Mountain	Donald R. Parsons
Robert G. Parsons	Franklin Prescott Jr.	Mark Schofield
William Stone	Kevin Woitowicz	Richard Green
Mark E. Blamy	James M. Sheridan	Stephen H. Stone
Vanessa Barrett	Shawn P. Girard	John L. Strouse
Paul J. Carey	William J. Mantville	Michael J. Ferreira
Shawn M. Ricard	David W. Penfield	Ernest W. Pudsey
Brian D. Foley	Nancy V. Burns	Paul R. Lemieux
David P. Christiana	Andrew G. Anderson Jr.	James R. Klecak
John A. Facella	Joseph A. Aaron	Tricia L. Hall
David A. Devincentis	Joseph D. Delpapa Jr.	Sean P. Sheridan
Richard J. Barrett	Joseph Doolin	Joseph Eracleo
Daniel J. O'Donnell Jr.	John Reeves	

### Auxiliary Firefighters/E.M.T.'s

Michael Cool	Michael Fagan	Michael Steigerwald
Brian Daly	Karl Mann	Susan Smith
Ernest Pudsey III	John Fox	Edmond Daigneault

### Special Assignment Firefighters

Daniel A. Britko , Fire Prevention Officer	Joseph T. Targ , Code Enforcement
Daniel J. O'Donnell Sr. , Fire Investigation Unit & Juvenile Fire Setting Program	
Peter Denechuck , Fire Investigation Unit	
Harold A. Fletcher Jr. , Hazardous Materials Tech.	
Donald R. Parsons , S.A.F.E., Community Service Officer	
David M. O'Keefe, Training Officer	Robert Benoit, EMS Director

### Telecommunicators

Leah E. Lemieux	Sharon B. Aaron	Audrey M. Ducharme
Suzanne Benoit	David P. Christiana	Dale L. Schofield
Tricia L. Hall	David A. Devincentis	Joseph D. Delpapa Jr.

## BUILDING COMMISSIONER'S ANNUAL REPORT 1997

In 1997, the Building Department experienced a heightened level of activity, which matches the growing trend seen over the past five years. Out of 723 building permits issued, 175 of these were for new homes. The balance of the building permits may be attributed to additions, renovations, decks and swimming pools to existing dwellings. The number of wire and plumbing permits issued were notably increased this year. This may be due to high activity on the commercial front with tenant fit-ups in existing buildings along Route 110 and the preparation of buildings in Westford Tech Park. Additionally, construction of new dwellings has added to the demand for wire, gas and plumbing permits.

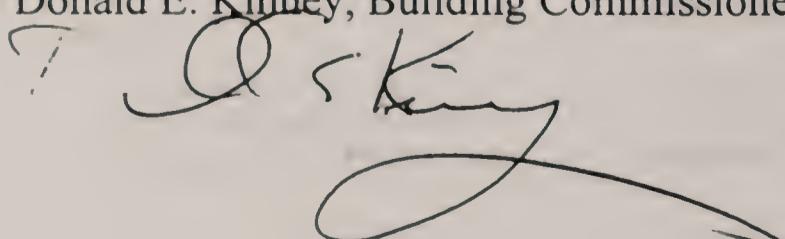
The Department also planned the implementation of the Annual Electrical Permit and the Home Occupation permit for 1998. The Annual Electrical Permit is geared (aimed at) toward reducing the number of electrical permits issued for repetitive maintenance in the larger commercial and industrial buildings. This new permit will allow "staff" electricians to perform routine upkeep within a facility without repetitive permitting. The Home Occupation permit will serve to address issues relating to the rising number of home-based businesses. This permit will serve to register legally established home occupations and to promote an increased understanding of the rights and responsibilities of operating a home occupation.

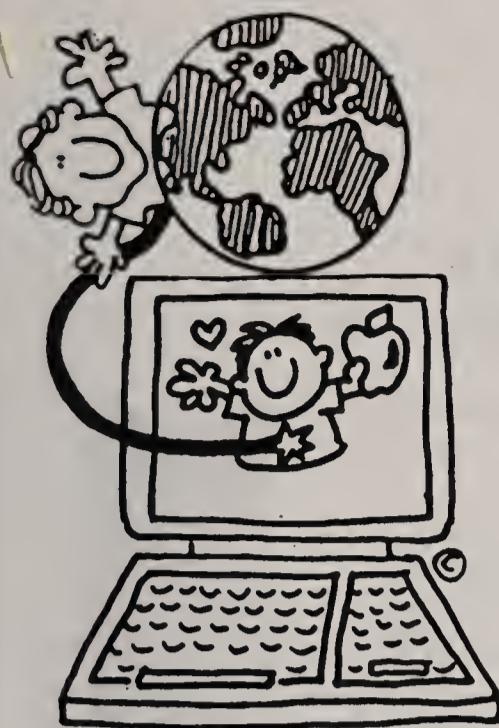
This year saw the movement of Nancy Oakes to the Town Managers Office and the hiring of Nancy Lima as the new department secretary. The Department is currently supported by the following staff:

Building Commissioner	- Donald E. Kinney
Department Secretary	- Nancy Lima
Assistant Building Commissioner	- Chet Cook
Wire Inspectors	- Dennis Kane, Sr. - Dennis Kane, Jr. - Chet Cook - Arthur Smith - Ken Johnson - Arthur Smith
Gas Inspector	
Asst. Gas Inspector	
Plumbing Inspector	
Asst. Plumbing Inspector	

Again 1997 was a very busy year for the department with 175 permits issued for new dwellings, while the overall number of building permits issued was 723. In addition, 437 plumbing, 443 gas, and 704 wire permits were issued throughout last year.

Respectfully submitted,  
Donald E. Kinney, Building Commissioner





## WESTFORD PUBLIC SCHOOLS 1996 - 1997 ANNUAL REPORT

### OVERVIEW

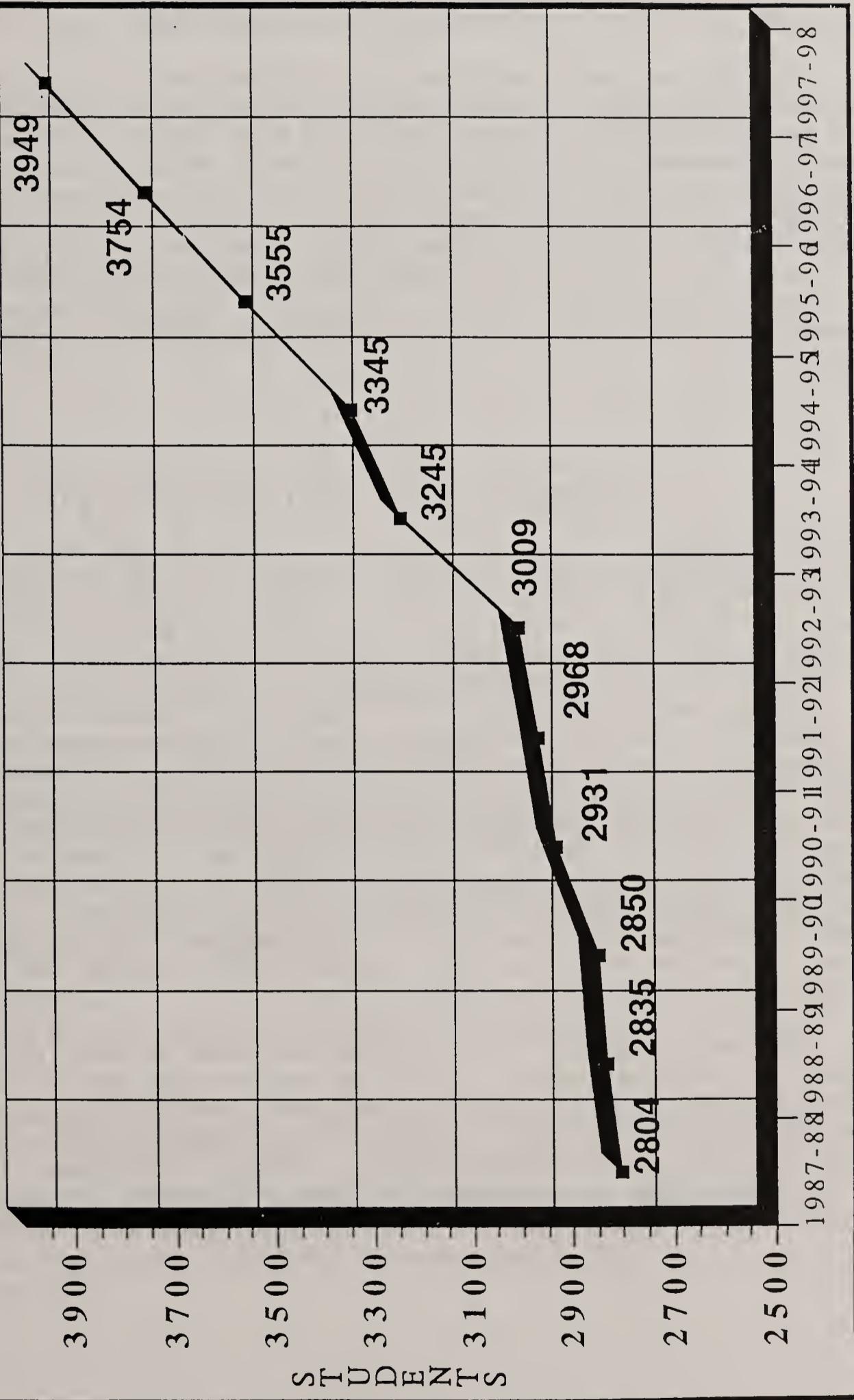
The 1996-97 school year had continued student growth with grades K-12 increasing by 198 students. Since 1990 the Westford Public Schools have grown by 625 pupils, a staggering 21% increase. Our phenomenal growth has been recognized by the State and we were fortunate to obtain a highly competitive grant of \$200,000 to meet this need. Even with a fiscally restrained, but increased, budget and additional funding from the Commonwealth, our class sizes increased. As mentioned in last year's Annual Town Report, Westford's per pupil spending continues to fall farther below the State average per pupil cost. In 1993, the year prior to the advent of the Educational Reform Act of 1993, Westford was spending \$4892 per pupil and the State average was \$4824. Since then, the 1995 State average has increased to \$5524 while Westford's per pupil cost average has decreased to \$4824.

The primary reason for Westford's continued increased gap from the State average is extraordinary growth. State reimbursement is based upon two year old data. Our actual enrollment in September 1995 reflected approximately 400 more pupils than the State was showing for reimbursement purposes. If we continue to grow at this rate and the State continues to use this two year lag data, we will continue to fall farther behind the State per pupil average expenditure.

During this year the Nahnasset Elementary School upgrading took place. This project was mainly designed to provide equity of programs and facilities within our elementary schools. It was to be completed for 1997 school opening. It is hard to recognize the original building with the new pitched shiny blue roofs, kindergarten wing and new entrance. The Nahnasset students now have separate cafeteria and gym facilities as are available in our other schools and also have a much needed library (media center).

Throughout the year the Permanent School Building Committee also oversaw the designing and engineering of the Westford Academy project. This significant project will increase the school's enrollment capacity to 1800 from its current capacity of approximately 1000. The addition will not only include updated science labs and other academic classroom space, but will also include an 850 seat performing arts facility along with an additional gymnasium. The current building will also be extensively renovated. The existing media center and cafeteria will be expanded, the heating and ventilating system will be replaced and the exterior walls will be strengthened to meet current code compliance. The architect expects to have final plans and bid specifications completed by next fall and anticipates construction to begin in the spring of 1998 with a completion date of the summer of 2000.

# ENROLLMENT TRENDS 1988-1998



A special thanks to the service being provided by the members of the Building Committee which were originally appointed by the Board of Selectmen in November 1987. During this nine year period the group met on the average of two meetings per month and in some instances met weekly to ensure that the building program stayed on track. It is fully realized, and appreciated, that this group has made personal sacrifices to oversee the construction of the Blanchard, Nabnasset and Westford Academy projects. On behalf of current and future generations of Westford's students, and from the school family, a very sincere thank you.

This year we saw the retirement of five dedicated and caring teachers who collectively provided the community's children with 113 years of service. Retired from the elementary level were Marcia Brown (36 years) who taught many years at the Cameron School before going to Nabnasset; Joyce Coughlin (26 years) whose Westford career was spent exclusively at the Nabnasset School; and Roberta Atkinson (23 years) whose career was throughout our elementary schools before she settled at Robinson. Retirements within the Blanchard were William O'Neil (17 years) who taught science and James Hansen (11 years) an Integrated Arts teacher. Also retiring was Joy Shelton (14 years) the Superintendent's secretary whose efficiency and commitment will be greatly missed. Evelyn Delouchrey (22 years) food services employee retired after providing students with 3960 days of enjoyable and nutritious lunches.

## CURRICULUM AND INSTRUCTION

Since the passage of the Education Reform Act of 1993, the Department of Education has been required to establish Curriculum objectives (Curriculum Frameworks). These Frameworks will outline specific academic standards for grades K-12 within the areas of English/Language Arts, Mathematics, Science/Technology, Social Studies, and World Language. To date we have received completed Frameworks in the areas of English/Language Arts, Math and Science/Technology. The Department of Education is now in the process of developing State-wide tests (Massachusetts Comprehensive Assessment System) which will be administered to all public school grade 4, 8 and 10 students commencing in the spring of 1998. These tests will be designed to measure how well students have mastered the Framework's objectives. Starting in 1999, 10th graders must pass this test in order to receive a high school diploma. Our staff has been reviewing our curriculum to determine alignment between our academic objectives and the Frameworks. If alignment is not present, staff have taken steps, where necessary, to develop plans to assure alignment. During this year our World Language and Math Task Committees reviewed current first year Spanish and Algebra I tests. It was determined that these materials needed updating and for this September students will be utilizing these new tests.

We are very pleased that the School Committee approved the restoration of our Director of Curriculum position. During the past two years, due to fiscal constraints, this position has been vacant. During this interim period, members of the system's administrative team have taken on the added responsibility of overseeing system-wide curriculum task groups and our staff development programs. With this appointment, "the heart" of the system, its curriculum and instructional programs will be under the direct supervision of a specialist who in collaboration with staff can move the Westford Public Schools forward.

## THE 1996 - 97 SCHOOL YEAR IN REVIEW

### WESTFORD ACADEMY

#### WESTFORD ACADEMY PURSUES THEME OF "CELEBRATING DIVERSITY."

Westford Academy's school community actively pursued the theme of "Celebrating Diversity" during the 1996-97 school year. Several programs were instituted along with a colorful mural that began to take shape on the wall adjacent to the cafeteria.

Although somewhat homogeneous, Westford Academy's student body possesses a wonderful mix of talents that enrich the school campus. The focus for the year was appreciating this diversity among students and identifying how this plays out during their four years at Westford Academy. Discussion was directed towards multiple intelligences and the importance of students recognizing where their strengths lie. The annual spring Learning Expo focused on this theme as students publicly exhibited their special projects.

Workshops were held during the school year sponsored by "Project Teamwork" and the "Anti-Defamation League" that focused on promoting the value of respecting diversity. Westford Academy was recognized in March with a special certificate during the "World of Difference Week," March 31 - April 4, 1997.

Westford Academy's School Council saw several of its goals implemented and presented goals for the 1997-98 school year to School Committee on May 28.

Goals accomplished for the 1996-97 school year included:

- Evaluated school climate using parent, teacher, and student satisfaction surveys. Results analyzed and action plans developed. Faculty study and program adoptions being pursued and will continue during the 1997-98 school year.
- Addressed career/vocational needs of college and non-college bound students. Ten thousand dollar grant written and approved that will aid in the development of a "School to Career" program 9-12.
- Implemented a teacher training program using the "4Mat" system. This program is a gauge of personal inclination towards specific learning styles. All teachers were trained.
- Trained students through "Project Teamwork" and "Anti-Defamation League" programs. "Celebrating Diversity" mural begun.
- Instituted a Community Service plan for Westford Academy. Established provisions for documenting and printing out Community Service hours as part of transcript process. Established Community Service Day, March 21st, 1997.

## Members of the School Council:

	Joseph F. Lisi, Principal
<u>Teachers</u>	
	Edward Scollan, Co-chairman
	Carlene Craib
	Barbara Toohey
<u>Parents</u>	
	Laura Carrick
	Joseph DeBilio
<u>Student</u>	
	Scott Lyman
<u>Community Members</u>	
	Jack Burnham
	Patti Mason
	Frances Mower
<u>School Committee Liaison</u>	
	Linnea Flint
Elaine Francis	
Marilyn Gallardo	

## 25 YEARS OF SERVICE

At the annual school staff recognition assembly, Anna Burgoon, James McNiff and Diane O'Donnell were recognized for 25 years of service. Each received for their years of dedicated service the traditional Westford Academy Captain's chair.

## NATIONAL HONOR SOCIETY

The annual Banquet and Induction Ceremony for the Tadmuck Chapter of National Honor Society at Westford Academy was held on May 13th at the Westford Regency. Forty-seven (47) new members were inducted into the Society by the advisor, Janet Bryant, and the outgoing officers, Alyson Viera (President), Patricia Hughes (VP), Lauren Berenson (Tres.), and Catherine Kelley (Sec). The new members are: Lauren Brierly, Erin Denehy, Tracey Eastman, Peter Frasso, Keli Hennessey, Erin Herrmann, Kathleen Kendrigan, Michael Kit, Alison Knox, Justin Luckett, John Luttati, Jamie Marcella, Laurel Morton, Kerry Pearson, Scott Pherson, Micah Shaw, Tasneem Shikari, Kelly Sullivan, Michael VanDerveer, Christopher Antunes, Amanda Arseneaux, Mary Austin, Timothy Cahill, Patrick Callahan, Samuel Carroll, Fiona Coxe, Paula Deardon, Matthew DiLeo, Geoffrey Doyle, Richard Gaumer, Andrew Kazeniac, Amanda Koski, Brian Kulis, Michael Lerra, Ian Macumber, Jeffrey Malanson, Melissa Maybury, Michelle Murillo, Maressa Perreault, Suzanne Pude, Apurva Rastogi, Sean Roach, Abby Rubin, Emily Steiger, Andrew Stone, Nicole Wallace, and Casey Williams.

Junior Awards were presented to the four Junior members who best demonstrate the four qualities required for membership in NHS: Timothy Reppucci (Scholarship), Christopher Hobday (Service), Jessica Tenaglia (Leadership), and Elizabeth Peterson (Character).

The officers for the 1997 - 1998 school year were introduced, Claire O'Brien will serve as President, Kaitlin Conley as Vice President, Paul Murach as Treasurer, and Katie Lewis as Secretary.

Three seniors, Alyson Viera, Catherine Kelley, and Maureen Karpinsky, were announced as recipients of the NHS scholarships.

The evening concluded with the presentation of the Senior Books, given to the Senior members by the Trustees of Westford Academy. Mr. James Kazeniac, representing the Trustees, presented the books to the following Seniors: Jessica Allen, Melissa Antunes, Erin Benedict, Lauren Berenson, Lisa Cain, Melissa Carey, Cheryl Craig, Jean Deardon, Radhika Deshpande, Gregory DiLeo, Cristen Duncan, Kristen Fisher, Katy Gardiner, Michael Hanes, Susan Harrington, Patricia Hughes, Maureen Karpinsky, Catherine Kelley, Douglas Libby, Elizabeth Maestranzi, Scott Mates, Matthew McCarthy, Kevin McDonald, Kerri McKenna, Jeffrey Morse, Eric Poland, Bradford Ray, Sarah Rice, Nickie Salemme, Kristin Schubert, Leslie Scroggins, Arif Shaikh, Colby Teller, Lindsay Thomas, Christopher Thoutte, Alyson Viera, Steven Wargocki, Kristen Welsh, Jessica Williams, and Judy Yiu.

## **STAFF APPRECIATION WEEK - APRIL 7 - 11, 1997**

On April 9th, staff members were greeted with a continental breakfast as a kick-off to Staff Appreciation Week festivities, sponsored by Westford Academy's Student Council and Parent Advisory Committee.

Activities included: drawings for gifts donated by local organizations and businesses, a catered luncheon served by parents and colorful balloons to end the week. Desserts were provided by the excellent Foods Service Department.

Coordinators for the activities:

Breakfast:	Student Council
Staff Luncheon:	Trish Eckel, Stacy Connelly (Catered by Nashoba Tech.)

The following parents contributed time and/or served at the luncheon: Tricia Eckel, Stacy Connelly, Judy Chandler, Cheryl Gerhart, Anita Lewan.

Businesses that Donated Gifts: Browse & Beans, Burger King, Boston Market, Agresti's, Old Westford Candy Shop, Sweet Peas, Floral Arts of Westford, Teaching Toys, Westford Christmas Shop, Drew Farms Country Store, The Card Cottage, Outlook at Nashoba Valley, American Video, Photo Finish, Colonial Oven Bakery, Kimball Farm Driving Range, Kimball's Ice Cream, Westford Style Center, Holly Hill Framing, Nahnasset Drug Health Mart, Quick Check Supermarket, Brookside Studios, Westford House of Pizza, Osco Drug, Li'l Peach, The Westford Regency, Domino's Pizza.

## BLANCHARD MIDDLE SCHOOL

On June 19, 246 members of the Blanchard Class of 1997 celebrated the completion of their middle school years. The coming of the 1997-1998 school year will bring 312 6th graders to the Blanchard Community, and bring the total number of students to an all time high of the middle school population in Westford. This growth at the middle level continually presents challenges and opportunities to the educators at Blanchard to maintain our high educational standards and retain a sense of belonging for all students. One of the successful strategies employed to make a larger school smaller was the implementation of Prime Time Groups. Each adult in the building met with a group of about fifteen students every morning to set a tone for the day, provide an ongoing adult connection for each child, and help the student organize for academics. Another change that occurred at Blanchard this year was the new administration. Upon the departure of Mrs. Alexander, John Doucette assumed the acting Principalship and appointed Suzanne McGrail and Erik Ruhmann to be his assistants.

The sixth grade teachers smoothly made the transition from having two clusters to the three clusters. They have been striving to develop interdisciplinary units to connect all areas of the curriculum, thus creating more powerful and meaningful lessons. Connections were made between language arts, math, science, social studies, reading, and computers. Topics for these studies included "Travel Across North America," "Inventors," "Wetland Ecosystems," "Hyperstudio-Autobiographies," "Mayas, Incas, and Aztecs," and "Canada." In keeping with our middle school philosophy and the belief that community service/involvement should be a part of each middle school age child's education, the sixth grade started an effort to raise money for Richard Culver, a Westford boy who was paralyzed in a car accident. At the end of the fund raiser, \$4,700.00 had been donated to help pay for Richard's medical expenses.

The seventh graders "hit the road" in early fall with a trip to King Richard's Fayre. This activity was the kickoff for an interdisciplinary unit on the Middle Ages. In addition, our seventh grade attended the Merrimack Theater. This spring each cluster provided the students with an outdoor adventure. The White Cluster students went to Odiorne State Park in Rye, New Hampshire. There addition to identifying marine specimens, they had an opportunity to practice social skills. The Blue Cluster students went to Mt. Wachusett where the team teachers had provided a nature scavenger hunt.

An early fall visit to the Witch Museum in Salem added a "real" glimpse to a unit on superstitions and the Salem Witch Trials. Another field trip to Mystic Seaport in Connecticut laid the groundwork for a unit of American life in the late 1800's. Other activities, such as a trip to the theater, allowed our eighth grade students to view five plays that they had previously studied as short stories. The eighth grade programs and activities are designed to encourage our adolescents to develop and stretch their thinking skills as preparation for the more independent learning experiences of high school.

Blanchard Middle School students demonstrated their talents and represented Westford proudly in many different arenas this year. Our Math team and Mock Trial teams held their own in tough competitions. While the Holiday Concert, Recital Hour, and Spring Concert showcased the many talents of Blanchard's musicians. Our chorus had four participants in the Northeast District Music Festival. This year's production of The Wizard of Oz played to full houses delighting audiences of all ages. More than 120 students participated in this year's play production. Many students took part in Blanchard's successful team sports. Our girl's basketball team brought home the banner declaring them League Champions.

The Blanchard School Council has identified goal areas for the 1997-1998 school year:

- Supporting the Whole Middle School Child
- Honoring Diversity
- Cultivating Community Support for the Unique Programs of Blanchard

During the next school year, we will continue our Prime Time groups, where the adult will emphasize and provide opportunities to practice Blanchard's theme -- R.O.C.K.S. (Respect, Opportunity, Cooperation, Kindness, and Service). We, as a school community, are always striving to offer positive experiences for young adolescents to prepare them for the challenges of the 21st century.

## UPPER ELEMENTARY SCHOOLS

### ABBOT ELEMENTARY SCHOOL

Abbot Elementary School's enrollment continues to climb with a student population that hovers at 430. This number promises to increase as new housing in the area reaches completion. Our students are fortunate to have a dedicated and conscientious teaching staff and very active Parent Teacher Association (PTA) who collaborate to meet students' needs and work cooperatively with one another to provide activities and events that appeal to all students.

#### Curriculum and Instruction

Our language arts program provides students with a variety of tools to help them become independent strategic learners. The Silver Burdett/Ginn literature-based program is utilized to teach essential strategies and key skills in reading. A major portion of writing instruction is done through the writing process and includes both narrative and expository forms.

In math classes, problem solving and mathematical reasoning is emphasized using the D.C. Heath math program and manipulatives. The grade 5 accelerated math classes use the Glenco math program.

The study of social studies through the MacMillan/McGraw textbook centers on five themes including responsible citizenship.

The text for our science program is Accent on Science published by Charles E. Merrill. Children also benefit from hands-on science experiences in life, earth and physical sciences using Science and Technology for Children (STC) Science Kits as promoted by the National Science Resource Center.

Two health curriculums were piloted during the year, the Great Body Shop and The health Promotion Wave. All of our fifth graders successfully completed Project D.A.R.E. under the tutelage of Officer Ray Peachey.

Our library curriculum involves assisting students in accessing information through the use of technology, electronic reference and print materials, effective study skills, and the integration of research into all areas of the classroom curriculum.

Children participate in the computer lab a minimum of 40 minutes each week. The technology program supports the curriculum and is considered another learning tool for the children.

Art, music and physical education classes are offered to the children once a week, and teachers in these areas make every attempt to integrate their disciplines across the curriculum areas.

In the spring, grade 3 students were assessed in reading skills through the administration of the Iowa Tests of Basic Skills and children in grade 4 piloted MCAS (Massachusetts Comprehensive Assessment System) tests questions based on the frameworks in the areas of mathematics and science/technology.

Our second annual curriculum expo was held in May highlighting student products in every curriculum area. Twenty-seven students were asked to showcase their original inventions at the system-wide Inventors' Fayre held at the Westford Regency.

## School Advisory Council

The shared mission of the Abbot School, to develop the academic potential, improve the emotional well being, and enhance the social development of each child was accomplished through the objectives of our school improvement plan:

- (1) to support an optimum academic environment
- (2) to provide a positive, safe school climate while promoting self-esteem and building community school pride
- (3) to integrate technology across the curriculum by providing technical facilities, equipment and instruction

as well as through many new initiatives. Sincere thanks are extended to the members of our School Advisory Council who met monthly to help us frame and achieve an action plan to meet the goals: Co-chair Karen Mario; Parent Representatives Marge Hendricks, Sue McHenry and Glen Shenkin; Community Representative Kathy Fellows; and Staff Representatives Maury Frieman, Ruth Guild and Bud Maranville.

## Nabnasset/ Abbot PTA

This year was a very successful year for the Nabbot PTA. Under the direction of Co-Presidents Sally Pratt and Lorraine Macpherson, the PTA instituted an alternating monthly meeting schedule with business meetings scheduled every other month and Parent/Teacher Enrichment programs scheduled in-between. These programs included speakers on "Organizing Your Family Life," "Building Effective Parent Teacher Relationships" and an informational night on Developmental Education. The Enrichment Committee scheduled many programs within the schools such as "Opera to Go," "Bay Colony Educators," "North, South, East and Jim West," "Marie Curie," "The Southwick Zoo" and "The Peaceable Kid." Two family social evenings were planned, the Spaghetti Supper in the fall and Family Magic Night in the spring. Volunteer efforts were very strong this year. An attempt to count volunteer hours was abandoned when the in-school hours reached well over 1000 by December; this did not even include hours spent off school grounds by committee members

and special event coordinators. Volunteers participated in many areas including the libraries, the disabilities awareness programs, classroom parties, field trip chaperones, holiday store, school store, emergency phone tree, teacher luncheon, fifth grade farewell activities and field days. The PTA sponsored several successful fund-raisers: a gift-wrap sale, two book fairs, Math-a-thon and publication of the Nabbot Cook Book. These funds were used not only for enrichment programs, but also for equipment, classroom and library resources and staff development not normally covered in the School Department Budget. The PTA also contributed funds in support of the following volunteer efforts; American Education Week, Family Math and Science Night, Abbot Grounds Beautification and School Council suggested improvements. Nabbot PTA publications this year included a start of school information packet, a monthly newsletter, and school directories for both schools. The year ended on an upbeat note with a Volunteer-Appreciation Evening prepared by the Abbot and Nabbot School staffs.

## Professional Development

An in-house staff development committee was created to prioritize staff needs, identify resources, and promote participation at workshops and conferences. It was determined that our staff would pursue development in the areas of curriculum frameworks and alignment, interdisciplinary teaching methods, and integration of technology into the curriculum. Throughout the year, flexible groupings of teachers met regularly and worked collaboratively to expand their experiential base of knowledge. Examples of courseware, workshops and conferences in which our teachers and staff have participated include: Interdisciplinary Curriculum Development; Effective Teaching Using Multiple Intelligence; Building Effective Parent-Teacher Relationships; Claris Works for the Teacher; Internet for Beginners; Evaluation of Educational Software; Integrating the Curriculum (arts, science and social studies); Educational Law and Public Policy; Technology Integration: Enriching and Extending Curriculum; Advanced Communication Skills; and Current Trends and Practices in Reading.

## Communication

Steps taken to facilitate open communication between the home and school include a monthly principal to parent newsletter; an open invitation for parents to join their child for lunch any time; a coffee hour with the principal/counselor every month; a parent-teacher workroom/conference center; books, pamphlets, and videos on parenting issues and educational trends available for parents to check out; an invitation to families to attend monthly school-wide assemblies and PTA sponsored enrichment assemblies; and a calendar of school related events distributed monthly to families. To further facilitate open communication among teachers and principal a Faculty Senate was established and representatives met monthly to discuss curriculum concerns, policies and procedures, and other school related issues. In addition, the elementary principals met as a team at least monthly to insure the coordination of system-wide activities and to foster professional sharing. Effective relationship with the community has been realized this year through our newly established association with the residents of Westford Rehabilitation Center; through our newly formed association with UNICEF, through our participation in the community's food pantry drive; and through our continued association with the girl scouts' used book drive. In addition, we keep the community informed of school highlights by submitting articles and pictures to the Westford Eagle, by displaying school projects at Fletcher Library, and by distributing monthly principal newsletters to town departments. We are very grateful to dozens of community volunteers who contributed their time, energy, and expertise to wire our classrooms, lab, and media center. Due to the extraordinary efforts of our Net Day volunteers, all of our classrooms are wired with six drops at 3 different locations using category 5 data cables - 10 base T and our computers have ethernet cards, TCP/IP protocol and internet access.

## Student Activities/Recognition

A significant amount of time this year was spent promoting student's self-esteem and building school pride. Every month the entire school came together to celebrate school spirit assemblies. At these assemblies student and staff birthdays were acknowledge and specific students were recognized for academic achievement, outstanding effort and exemplary citizenship. Our code of conduct revolves around two themes, respect and responsibility, and was often the theme of the principals' address to the student body. Special events and activities in which students participated include: inventors' fayre, field day, hot shots competition, poster contests, move-up days, grade 5 camp, field trips, Project D.A.R.E., talent show, band and strings concerts, visits to Westford Rehab, holiday parties, etc. Evidence of our students' work is apparent as one enters the school and their creative writings have been published in the Westford Eagle and in a national publication, The Children's Anthology of Poetry.

## Conclusion

We take pride in the accomplishments of our students and staff and convey this message by the ways in which we develop school atmosphere, maintain our school facility, establish high exceptions for student achievement, and present learning experiences.

### ABBOT STUDENT PLEDGE

I will have faith in myself, I will succeed  
and most of all, I will reach my goals,  
I promise to take the responsibility to do my work,  
to have self-respect and self control.  
I can learn and I will learn!

## NORMAN E. DAY ELEMENTARY SCHOOL

The Norman E. Day Elementary School completed its fifth year as an elementary school with students in grades three through five. A major change to the physical plant included the conversion of the Lecture Hall into a grade three classroom; the purchases of a new intercom system and tables with benches for the Day School dining room. Additional landscaping was completed by parent volunteers and community members. Other changes to the school included implementation of The Code of Conduct and Responsibility. This was coupled with the STARS (Striving To Achieve Respect in our School) program. Students and professional staff were recognized during the school year for their compliance with the Code of Conduct. American Education Week was celebrated at the Day School in November, 1996 along with the five other public schools in Westford!

## Curriculum and Instruction

During the academic year all health teachers taught either "The Great Body Shop" curriculum in Health class or piloted the Health Promotion Wave. Westford Community Safety Officer Ray Peachey conducted the elaborate DARE Program for the third consecutive year with Grade Five students. Under the direction of Grade Five teacher Susan Yetten, Instructional Aide Jody Anderson, and Reading Facilitator Robin McCormack, 14 Grade Five students competed in the "Thinking Cap Bowl." Our two teams finished in first and third place in the state! Children in grades 3-5 participated in the Inventor's Fayre within the school. Many students in the three grades qualified for the system-wide Fayre held at the Westford Regency. In the Media Center, Mrs. Kelly conducted another successful Human-ites fund-raiser to purchase additional technology. In the spring, Grade 3 students completed the state mandated Iowa Test of Basic Skills and Grade 4 children were assessed through the Massachusetts Comprehensive Assessment System (MCAS). The MCAS testing served as a question try-out in the areas of Math plus Science/Technology. The second annual Curriculum Expo was conducted to showcase the learning process. This successful event was attended by numerous community members. The Math Fact Proficiency Program was instituted at the Day School in Grades 3-5. Students completed time tests in the four basic operations to improve their automaticity with the Math Facts.

## Robinson/Day P.T.O.

The Robinson/Day P.T.O. under the direction of Co-Presidents Marianne Spinney and Alisa Morgan planned, facilitated, and supported events at both elementary schools. The regularly scheduled monthly business meetings included agenda items for approval of the previous meeting's minutes, Treasurer's Report, committee reports, Principal's updates, old business and new business. An addition to the monthly meeting agendas was a Public Forum where attendees could discuss questions or concerns within either school. Some of the fund-raisers completed during the year were Gift Wrap Sale, Pumpkin Fair, and the Ice Cream Social. Services provided by the P.T.O. included the publishing of a Robinson/Day School Directory, School Store, Emergency Phone Tree, Grade Five Signature T-Shirt, Holiday Shop, and Lunch Fund. At the September P.T.O. meeting elections were held for the parent representatives on the School Advisory Councils. Parents Donna DeFuria-Wellman and Claudette Chagnon were elected. Parents volunteered in the school as guest speakers, Party Coordinators, within classrooms, in the Media Center, at Field Day, as field trip chaperones, and as committee members. The Newcomer's Coffee was conducted in the fall to tour new families around the school and welcome them to Westford. The Math and Science Center Committee met regularly to discuss the needs of students and staff with hands-on manipulatives and technology. A Family Math and Science Night was held for Grade Four parents and students. Thank you to Grade Four teacher Carol Shestok and parent Stephanie Gosselin for making the event an incredible success!

## School Advisory Council

The 1996-1997 school year was the fourth year School Advisory Councils were mandated in the Commonwealth of Massachusetts. The nine members of the Day School Advisory Council included Co-Chairs Susan Foley (Grade 3 parent) and Kevin Regan (Principal), Donna DeFuria-Wellman (Grade 5 Parent), Adjustment Counselor Jeannine Haberman, Grade Four teacher JoAnn Menzia, Grade Three teacher Wanda Hall, Community member Gwen Donovan, Grade Three parent Claudette Chagnon, and Parent At-Large Darlene Faherty. In the fall all School Council members from the six public schools participated in a rodeo with various groups from the greater Westford community (School Committee, PTO/PTA, Leadership Team, and other town elected officials and organizations). The Day School Improvement Plan was presented to the School Committee in June, 1997 which included the following five goals: meeting the diverse needs of all students; increase the use of technology in the classroom; increase student opportunities for interdisciplinary learning; increase and improve parent and community involvement in the activities of the

school; and improve the physical environment of the school. A copy of the approved School Improvement Plan is available at the Day School. Some accomplishments of the Day School Council were instituting the Code of Conduct; piloting and expanding the "Building Community" curriculum; implementing the Math Fact Proficiency program; purchasing computer hardware and providing professional development with technology; attending presentations on the status of Technology and World Languages; surveying staff, students, and parents as a progress report and for development of the School Improvement Plan; reviewed recommendations on Home/School Communication; supported the purchase of bulletin boards, intercom system, Cafeteria tables, and display cases for the Code of Conduct.

## Professional Development

The Day School organized a site-based committee to develop goals, and establish a comprehensive professional development plan for 1996-1997. Early release days and the full professional development days were used for professional growth purposes. Areas of focus were: technology in the classroom, interdisciplinary learning, Math Fact proficiency, Curriculum Frameworks; Brain Gym; team goal setting, interdisciplinary unit development, Building Community, Attention Deficit Disorder (ADD/ADHD), and Accelerated Math. Faculty members attended model sites, professional courses, workshops, or conferences to expand their current knowledge base.

## Communication

Numerous vehicles were utilized to promote communication. The Robinson and Day Schools collaborated with a quarterly published newsletter. This included notes and information completed by Principals Grace Wai and Kevin Regan, and highlights regarding curriculum, instruction, and special programs from each of the three grade levels, specialists, special education, Adjustment Counselor, Nurse, Math tutors, and Reading Resource Facilitators. Other modes of communication included parent updates from the Principal, the "Wednesday Word" organized by the P.T.O. and Mrs. Pat Stark, Grade five mid-term alerts, parent/teacher conferences in November and April, parent communication form, Student Information Form, Child Assessment Team meetings, School Visitation Day, visits to music class during Music in the Schools Month, Open House, and incoming Grade 3 Parent Orientation.

## Student Activities

Children participated in many special events and student activities included: Grade Five Leader's Club, Field Day, School Meetings, Move-up Days, Grade Five Camp; Field Trips to the Southwick Zoo, Boston Museum of Science, and Bunker Hill Monument in Charlestown; Grade 5 Completion Ceremony and Reception; annual Memorial Day program; Award's Day; DARE Graduation; Ice Cream Social; DARE field trip to Fenway Park; Spaghetti Supper; Grade 5 Play "Sleeping Beauty"; Grade Five Special Chorus at the Winter Holiday Concert; Strings and Instrumental Concerts; three classroom holiday parties; Human-i-tees fund-raiser; Spirit Days, Hunger/Homeless Week Food Drive; Jump for Heart fund-raiser; and MA Electric Program.

## Recognition

Throughout the school year importance was placed on the recognition of students and staff making contributions to our school. At the annual Awards Day program students were recognized for excellence in special areas, citizenship, perfect attendance, Curriculum Expo, Odyssey of the Mind, Tour Guides, Spelling Bee winner Scott Dellorso, and Elks Poster Contest winner Dwayne Scruton. Recipients of the Gary Franceschi Memorial Scholarships for positive citizenship were Ashley Goodrich and Andrew Capland. At the Grade 5 Completion Ceremony all students were recognized for their successful completion of elementary school with a completion certificate. The winners of the Principal's Awards were Keri DeLuca and Patrick Frazer. The recipients of the Memorial Scholarships at the Memorial Day Program included: Michael Fucito for the Mary Ellen Bissonette Award for excellence in physical education; Victoria McKenna for the David M. Lemire Award for excellence in music; Kelly Selfridge receiving the Derek R. Wisnowski Award for citizenship; and Peggy Chen for the Nicholas Philip Colgan Award for Creative Writing. The P.T.O. honored the staff with a luncheon held during Teacher Appreciation Week. Individual staff were recognized at monthly faculty meetings for their valuable contributions.

## Future Plans

On-going activities and changes at the Day School will include minor revisions to the Code of Conduct, conversion of the two lockerooms to classrooms, implementation of the 1997-1998 School Improvement Plan, and the school surpassing 500 students. Best wishes to Special Education teacher Roberta Atkinson for a long retirement and thank you for the many years of dedicated service to students in the Westford Public Schools!

## PRIMARY ELEMENTARY SCHOOLS

### NABNASSET ELEMENTARY SCHOOL

The Nabnasset School community had many physical challenges with which to contend throughout the 1996-97 school year, its second year of construction and renovation. Students ate lunch in their classrooms as there was no cafeteria, food was served from a hallway adjacent to the new gym, there was no intercom system or clocks for most of the year, and the office made two moves during the year. Ten classrooms were emptied into the new gym at the end of the school year in order for the last classrooms to be renovated during the summer months. August 1997 is the scheduled completion date for all construction and a rededication ceremony will be planned for the Fall of 1997.

## Community Involvement

The Nabbit PTA, through its fundraising efforts, sponsored many enrichment programs for students. The Krakerjack Theater presented "Stories from Planet Earth," that was 3 folk tales from around the world. The Southwick Zoo brought live animals to share. The highlight of their visit was seeing a live kangaroo hopping around the gym during lunch time. "Mr. Magnet" taught students about the power of magnets; "Marie Curie" was a riveting one-woman show about the famous inventor; the kindergarten classes had 2 presentations on "Exploring the Ocean Floor" and "The Rainforest"; Mr. Dick Devlin, our resident meteorologist, returned to work with the first graders on their weather unit; "Johnny the K" ended the school year with his musical show about respecting the earth. The enrichment committee of Ellen Martins, Jeanne Smith, Chris Robbins, and Nancy Schiavone worked very hard this year to coordinate each of these shows.

The Nagnasset School Council consisted of staff members Diane Brogan, Dora DesAutels, Anne Marie Marcella, and Rachel Robie, and parent members Mike Mulligan, Maureen Murphy, Beth Peterson, and Regina Conway, and community representative Mariclaire O'Neal. The Council created 3 subcommittees this year to work on the areas of developmentally appropriate practices in education, grant writing, and software previewing. The grant writing committee is pursuing a grant to turn the new courtyard into the "Nab Lab" - an outdoor science classroom. Additional software was purchased for use in the classrooms.

During American Education Week in November, the building was open for anyone to sit in on classes. Guest readers from the community also spent a morning reading to all of the classes.

The Inventors' Fayre and the Curriculum Expo were held in April with the system-wide Inventors' Fayre held in May. Community members served as judges for the Fayre.

## Curriculum/Student Activities

Plans were finalized for the piloting of a pre-first multiage program for the 1997-98 school year. The current pre-first students will join with incoming pre-first students to create 2 multiage classes of pre-first/first grade. This program has been in the planning stages for the last 3 years. A series of presentations was made to parents explaining the new program. Time was spent this year in the initial planning stages for future multiage classes at the first/second grade levels. Staff also spent time working on developing interdisciplinary units of study. Many staff members went to conferences to learn about multiage education, integrating the curriculum, and remedial programs for students and shared their information with all staff at bi-weekly staff meetings. All staff participated in 2 in-house workshops on using technology in the classroom. They also participated in a professional development day program on "Brain Gym" activities which they incorporated into their classrooms. Staff members also visited classrooms in other schools where they observed multiage classes in action.

Field trips were integrated into the curriculum to provide enrichment activities for students. The Kindergarten visited the Planetarium at the Museum of Science in Boston as part of their study of "The Night Sky." They also took a trip to the Southwick Zoo to view live animals of the Rainforest. Grades one and Pre-one went to U. Lowell to view the play "The Velveteen Rabbit" and to Boston to follow the path of the ducklings in "Make Way for Ducklings." Grade two visited the Butterfly Place in Westford as part of their study of metamorphosis, and the Worcester Science Center. They also had an in-house field trip with "Mr. and Mrs. Fish" who taught them about the wonders of the sea. Students in grade two were also treated to Mrs. Brown teaching them how to make rod puppets which they used to perform their own puppet shows. Sally Pratt coordinated the first annual Family Math and Science night for students in grade two. This will be expanded next year to include all other grades.

The entire school celebrated the 101st day of school in honor of their Dalmatian mascot Cookie. The pre-first, first, and second graders went to see the movie "101 Dalmatians" and returned to school for an assembly featuring Cinder, the Westford fire house dog, a real Dalmatian owned by Michael Flannery, a kindergarten student, and Westford's animal control officer talked to the students about animal safety.

Whole school assemblies were held in the gym every other month and featured different classes who would sing, dance, or recite poetry. This will be expanded next year when we have access to our new stage. Spirit days included "Hat Day," "Crazy Day," and "Red, White, and Blue Day." Students came together for the World's Largest Concert, went trick or treating for UNICEF, and collected over \$200 for the Westford Food Pantry by being Holiday Helpers. In October, a giant pumpkin contest was held where students had to guess how many seeds were inside the giant pumpkin from Mrs. Brogan's garden. Mr. Brogan also spent a day with the kindergarten classes teaching them the proper way of handling their woodworking tools. Mrs. Lovett's stepdaughter Erin spent another day teaching the Kindergarten classes movement and dance.

This year also marked the retirement of second grade teachers, Marcia Brown and Joyce Coughlin, who had taught in Westford for many years.

## **Future Plans**

We look forward to the end of the construction and a new beginning in a brand new building. We continue to find ways of integrating our curriculum so that it will be meaningful and challenging to all of our students at a developmentally appropriate level. A focus on assessment will also be featured, with a system-wide committee being established to update our reporting system. A Parent Assistant training program will also be established in order for parents' talents to be used most effectively when volunteering to assist teachers in the classroom.

# **ROBINSON ELEMENTARY SCHOOL**

During 1996-97, Robinson School experienced many changes. Grace Wai was appointed principal, Patricia Goddard was hired as secretary, and Sarah Fox appointed as our school nurse. Enrollments continue to rise and the school year ended with 626 students in Pre-school through second grades. Parents and the community continued to generously support our school through volunteerism. The PTO provided enrichment programs through their fund raising efforts, which benefited our children.

## **Parent/Community Involvement**

The Robinson School Advisory Council was co-chaired by principal Grace Wai and parent Jen Montgomery-Rice. Parent members were Kathy Lamarre, Sharon Chew, and Sandra Woodburn-Blocker. Staff representatives were Cheryl Campbell, Barbara Callaghan, and Marilyn Frank. Chris Kandianis participated as our community member. The council worked to promote the goals approved by the Westford School Committee in May, 1996. The Nabnasset and Robinson Councils met jointly to create goals for 1997-98. Over the next three years, we will focus on developmentally appropriate practices.

Marianne Spinney and Alisa Morgan acted as co-presidents of our PTO. Pat Stark produces *the Wednesday Word* bi-weekly to keep parents informed. Cheryl Smith produced the monthly calendar. Enrichment activities sponsored by the PTO greatly enriched the curriculum at our school.

## Curriculum and Instruction

The principal, staff, and parents participated on a focus group to learn more about the theory of Multiple Intelligences (MI). The main thrust of MI is we all have many ways of learning and our classrooms can be structured to strengthen our talents and to develop our weaknesses. The entire staff was able to attend a conference on MI in Braintree, MA on our March professional day. The focus group then decided to create a school-wide theme using components of MI next year.

Some of the themes studied in our accredited kindergarten this year include: Space, Rain Forest, Eric Carle, and the earth. In first grade, students benefited from bringing home special backpacks with reading for family fun. Each backpack contained books and activities under a theme. Second graders studied Japan, immigration, butterflies, soils, and weighing and balancing. All first and second graders wrote and illustrated a published book thanks to the volunteerism and organizational skills of parent Maryfran Marecic.

Two multiage (first/second grades) classes were taught by Marilyn Frank and Darlene Faherty. Sharon Hellstedt moved up with half of her kindergarten class and taught first grade. These programs were very successful. Next year, Robinson will have four multiage classes, eight kindergartens, one "looping" (where the teacher moves up with his/her children and then goes back the following year) class, seven first grade and seven second grade classes. (Total of 26 sections.)

International Week in March was a great success. Each grade level studied a country: Kindergarten -- Australia, First -- Nigeria, Second -- Ireland. The week ended with Family Night. Families brought an ethnic dish to share, and the evening ended with Irish Step Dancing.

NetDay came to Robinson on May 31, 1997. This huge volunteer effort brought our school forward several years technologically. Our school now has the backbone necessary to access the outer world. The theme of our NetDay (developed by student Katie Galvin) was, "Technology takes us to the outer limits."

## Conclusion

Increasing enrollment necessitated the need for two additional teaching positions here at Robinson. We also have two additional classroom spaces from portables that will relieve some crowding. Next year, Pat Rooney will be teaching first grade at Nabanasset School and Sharon Hellstedt will join the high school guidance staff. This leaves Robinson with four teaching openings. A screening committee was formed and hiring should be complete by July, 1997. In addition to four classroom teachers, Robinson will hire an additional half-time guidance counselor, full time special needs teacher, and part time art teacher.

## SPECIAL EDUCATION

The special education department continues to play an important role in the quality of educational services to the children in Westford Public Schools. Although the school age population is steadily increasing, the percentage of special needs children has remained between 11% and 12% for the past six years. Westford is well below the state average of 17%. Our success can be attributed to the excellent work of our evaluation teams in each school and parents who work together to identify only children who are genuinely disabled for special education services. Much credit must also be given to regular classroom teachers who are creative and resourceful in meeting the diverse needs of all children. Within the class, support from special needs, classroom teachers are able to make the necessary instructional modifications to meet the learning needs of challenging students without having to refer them to special education.

There were one-hundred and twenty-eight (128) referrals to special education this year. Seventy-four (74) met the eligibility criteria for special education, while fifty-four (54) were found not to be handicapped. This represents a slight increase of sixteen (16) referrals over the previous school year. There has been much discussion recently about the State's proposal to tighten eligibility standards particularly in the area of learning and behavioral-emotional disabilities. Since the special needs department in Westford has always been diligent in not over identifying children as handicapped, such proposed legislative changes will have minimal impact on our enrollment.

There are an increasing number of children in Westford being serviced under the federal law Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These children do not qualify for special education services under State law because they are making effective progress in regular education, but are entitled to specific services and accommodations under federal law because of a physical or mental impairment that substantially limits one or more major life activity. The term physical or mental impairment includes such conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, cancer, heart disease, metabolic diseases, food anaphylaxis, drug addiction, and alcoholism to name a few.

The special education department received \$156,000 in federal grant monies during the 1996-97 school year. The monies were utilized to fund a school psychologist, an occupational therapist, and two teaching assistants in order to meet individual needs of children while not adversely impacting the school budget. We also receive state reimbursement as a Medicaid provider of special needs services, and have returned \$23,314 to the town during this past school year. We are in the process of writing another federal grant for \$16,000 to develop and implement strategies to engage students with diverse learning abilities in achieving the knowledge and skills necessary to meet the learning standards in the curriculum frameworks. Both the tuition and transportation accounts are efficient and well managed. Although tuition costs have risen in the past few years, our out of district expenditures are well below surrounding towns. With regard to transportation costs, Westford is still spending less than the lowest bid from 1986. We have saved conservatively \$900,000 in transportation costs over the past ten years.

Kindergarten screening was held last September and a total of 321 children were screened for special needs at both the Robinson and Nabnasset Schools. After completing the screenings, there were five children who were identified at high risk and subsequently referred for a Team evaluation. Eight additional children were identified as needing monitoring by the special needs teacher. The screening staff met with the parents of these children to discuss concerns and the possibility of referral. The screening team is proficient at distinguishing developmentally young children from children with handicapping conditions, which is another reason why our special education enrollment is low. The screening team also developed a Kindergarten questionnaire that is more user friendly.

There were several workshops offered this year to improve the quality of services to students in Westford. Special needs staff participated in training sessions on the Woodcock-Johnson Revised Test Battery, and on the Wilson Reading Program to become more knowledgeable about the latest testing techniques and reading strategies. Five special needs teachers participated in a technology workshop that explored hands on programs for special needs students utilizing the latest equipment and software. Special needs staff also participated in system wide inservices designed to bring staff in line with curriculum frameworks. More work will be needed this coming school year to help staff develop alternative assessment strategies that allow students with disabilities to demonstrate their knowledge in key academic disciplines.

This was the first year of the Alternative Program at Westford Academy. This program provided both academic and social emotional support to middle and high school age students who were unable to meet the more traditional academic requirements or unable to make the necessary commitment to school because of low self-esteem, inappropriate behavior, and misdirected goals. The Alternative Program serviced between fifteen and twenty students, the majority of who remained in school and successfully completed their academic program of studies. Three students participated in the tutorial program and passed the state test to earn their GED's. Four out of the district placements were saved by offering this type of therapeutic program to students in Westford. Parents and staff are very pleased with the success individual students made in the program, and look forward to even more progress next year.

The special needs staff is very grateful to the parents, teaching staff, support personnel, and the leadership team who work together each day to make school a successful learning experience for special needs children. It is also important to recognize the efforts of the school committee who provide us with the necessary resources and encouragement to meet the individual needs of all children.

## PLANT OPERATIONS

In the 1996-97 School Year numerous preventative and corrective maintenance activities took place in the Westford Public Schools. These activities are essential for the efficient operations of our facilities. With the addition to and renovation of the Nabnasset School, our facilities asset base is in excess of \$55 million dollars.

During the summer vacation period, important maintenance activities are accomplished in all schools. The boilers are thoroughly cleaned by an experienced contractor and inspected by the Town's insurance carrier. This insures the safe and efficient operation in each school facility. Emergency generators, which provide power to important areas of each building during power failures are serviced to insure reliable operation. The gymnasium floors were screened, repainted and refinished. The floors in several gymnasiums will have to be thoroughly stripped down to the wood in the not too distant future. The septic systems at each school were serviced to maintain trouble free operation throughout the School Year.

The summer also represents an important time for the inspecting of various equipment that is used in the conduct of physical education and interscholastic sports. Athletic equipment is serviced and inspected. The physical education equipment including gymnastics is thoroughly inspected by a qualified company. The primary objective is to maintain the safety of students as well as reducing the liability exposure to the Town. Numerous other smaller scale, but important routine repairs were also accomplished. Lockers in several buildings were repaired with various parts and components. Carpeting was replaced in several schools; fire extinguishers were serviced in every school building; and prior to opening, the buildings were thoroughly inspected, as they are annually, by the Fire Department and Building Inspector.

Of great importance is the regular servicing of our HVAC equipment in the schools. Indoor air quality has been one of the most important concerns throughout the country over the last 10 years. In each of our school buildings, HVAC equipment is carefully inspected and filters are changed. Repairs are made such that the equipment is in proper operating condition throughout the year. Additionally, we routinely conduct air quality tests, on a rotating basis, throughout our schools to insure sufficient air exchange in all our classrooms and offices. The results of all air quality tests are kept on file in the Business Manager's Office and in each respective school office.

Numerous painting projects were also accomplished during the School Year. During the summer the School Department has historically hired college students to assist our maintenance staff in accomplishing building improvements. The Day School, Blanchard Middle School and Robinson School greatly benefited from the painting of classrooms, bathrooms and cafeterias by the ambitious, hardworking crew of maintenance helpers.

The major capital project that was completed during the summer was the installation of a new track at Westford Academy. This facility was able to be built as a result of the outstanding efforts of the On The Right Track organization as well as the many citizens and companies who donated funds privately and appropriation by Town Meeting to accomplish this task. The track is an outstanding facility and has been a substantial asset to, not only the high school track program, but to the citizens of the Town. The track has been a very safe and popular facility for exercise and recreation for numerous townspeople.

At the Robinson School new chiller units were installed for the refrigeration and freezer equipment. This is an energy conservation project designed to substantially reduce our annual water consumption at this facility. Additionally, new lavatory partitions were installed at the Robinson School. These were funded through a separate warrant article at the Annual Town Meeting.

School furnishings were also purchased in bulk during the 1996-97 School Year. \$70,000 was appropriated in a separate warrant article by Town Voters. This money allowed us to purchase additional desks, chairs, chalkboards, work tables, etc. which allowed us to meet growing enrollments and to replace equipment which was aging and broken. Our students and staff have appreciated newer furnishings in many of our classroom settings.

To meet our growing enrollment it was necessary to convert a former lecture hall at the Day School into a conventional classroom. Gravel and stone were used to fill the sloped section of the room, a new concrete slab was poured in the room and tiling, new lighting, paint and furnishings made for a very bright, functional classroom.

At several of our schools the fire alarm systems were upgraded to comply with the requirements of the Americans With Disabilities Act. As we proceed through the years, an increasing number of modifications will be made to our facilities to insure access for handicap students, staff and residents.

Our custodial and maintenance staff are to be commended for an outstanding effort throughout the entire year. Cleanliness and efficient functioning of each building is an indication of the level of pride in our School System and Town.

## FISCAL REPORT - JUNE 30, 1997

<u>ACCOUNT</u>		<u>BUDGETED</u>	<u>EXPENDED</u>
1100	School Committee	25,393	29,545
1200	Superintendent's Office	399,247	388,168
2100	Supervision	260,904	233,163
2200	Principals	920,225	945,795
2300	Teaching	10,861,302	10,841,877
2400	Textbooks	53,585	39,888
2500	Library	203,856	193,107
2600	Audio/Visual	39,818	33,636
2700	Guidance	637,000	635,657
2800	Psychologists	10,100	13,114
3200	Health	162,930	164,089
3300	Transportation	687,093	705,561
3500	Student Activities/Athletics	225,338	231,789
4100	Operation	1,127,715	1,199,195
4200	Maintenance	627,066	624,403
5200	Insurance	57,445	18,470
5300	Leasing	24,280	25,840
6200	Civic Activities	3,175	1,125
7000	Capital	7,755	420
8000	Reserve	0	11,645
9000	Tuition	453,657	451,396
	TOTALS	16,781,884	16,787,883

## SCHOOL ATHLETIC FUND FINANCIAL REPORT

Balance July 1, 1996 \$1,3,662.56

### Receipts

Soccer	17,852.00
Cheerleading	1,595.00
Golf	810.00
Volleyball	1,695.00
Track	19,645.00
Field Hockey	4,638.00
Football	13,266.00
Basketball - Boys/Girls	13,885.00
Gymnastic	1,186.00
Wrestling	530.00
Skiing	625.00
Baseball	3,060.00
Softball	3,955.00
Tennis	2,700.00
Other	<u>1,612.68</u>

86,154.68

### Expenditures

Custodians, Officials, Supplies	
Transportation	112,060.78

Balance June 30, 1997 -12,243.54

## SCHOOL CAFETERIA FINANCIAL REPORT

### INCOME:

Federal Aid Received	\$ 59,180.49
State Aid Received	<u>13,069.65</u>
	\$ 72,250.14
 Sales	\$582,273.90
Other	<u>\$18,973.72</u>
	 TOTAL INCOME \$ 673,497.76

### EXPENSES:

Labor	\$ 332,276.23
Food Purchases	284,324.14
Supplies	25,050.70
Maintenance	5,887.31
Other	<u>8,396.01</u>
	\$655,934.39

## SUMMARY OF FEDERAL PROJECTS

<u>FEDERAL GRANTS</u>	<u>Beginning Balance</u>	<u>Income</u>	<u>Expenditures</u>	<u>Ending Balance</u>
<b><u>PL89-313 Title I</u></b>				
Grant provides therapy for physically handicapped youth	975.17	- 0 -	- 0 -	975.17
<b><u>PL8910 Chapter I</u></b>				
Grant provides tutorial & remedial help for fiscally disadvantaged	445.45	- 0 -	445.45	- 0 -
<b><u>PL94-142 Title VIB</u></b>				
Grant provides elementary counseling & Special Needs staff at secondary level	(4,571.13)	130,554.00	124,211.87	1,771.00
<b><u>PL94-142 Early Childhood</u></b>				
Screening/Support Services	(454.45)	19,190.00	18,735.55	- 0 -
<b><u>Chapter 2 (balance)</u></b>				
Block Grant	5,593.75	9,871.00	6,846.87	8,617.88

## WA GRADUATION THE CEREMONY

PROCESSIONAL: *Pomp and Circumstance* ..... Elgar

CLASS MARSHALS ..... Kaitlin Conley, Laurel Morton

NATIONAL ANTHEM ..... Played by Westford Academy Band and Alumni  
Blair Bettencourt, Director

WELCOME ..... Maureen Karpinsky, President

HONOR SPEAKER ADDRESS ..... Catherine Kelley

SPECIAL PRESENTATIONS ..... Class Officers

Maureen Karpinsky, President Michael Michaelson, Vice President

Amy Lavigne, Secretary Shirar Wilder, Treasurer

CLASS SONG ..... "Free Bird" by Lynyrd Skynyrd  
Sung By: Bradford Ray

Accompanied By: Craig Brown, Matthew Federico, Seth Hall, David Long, Eric Poland

CO-VALEDICTORIAN ADDRESSES ..... Kristin Schubert, Kristen Welsh

## THE MOST WORTHY REPRESENTATIVES OF WESTFORD ACADEMY AND ACADEMIC EXCELLENCE AWARDS

Westford Board of Trustees - Mrs. Bette R. Hook, Presentor

CONGRATULATORY REMARKS ..... Dr. John A. Crisafulli

ALMA MATER ..... Sung by Kerry Campbell

## PRESENTATION OF DIPLOMAS BY Westford School Committee

Mrs. Sharon Boonstra

Mrs. Susan Flint

Mr. Lee England

Mr. Timothy Martin

Mr. Richard Faherty

Mr. Robert McCusker

Mrs. Linnea Flint

RECESSIONAL ..... Wagner

## RECEPTION FOR GRADUATES- Westford Academy Cafetorium Hosted by Class of 1999

Class Colors....Maroon & Gray

Class Flower....White Rose

## ALMA MATER

*To thee, our Alma Mater dear,  
We raise our voices high in cheer,  
Our gratitude we would express  
And pledge to thee our faithfulness,*

*Built high on Tadmuck Hill so fair,  
By those whose mem'ry we revere,  
She stands a beacon light for youth  
To guide them in the way of truth,  
On field of battle and in peace,  
We strive thy glory to increase,  
That ever shall dear Westford be  
An emblem of fraternity.*

Written by Pauline Ferguson Cartford '45

Music by J. Baptiste Calkin

## WESTFORD ACADEMY ADMINISTRATION

Dr. Joseph F. Lisi, Principal  
Mr. Joseph Jette, Dean of Academic Affairs  
Mrs. Carla Scuzzarella , Dean of Student Affairs

## WESTFORD PUBLIC SCHOOLS ADMINISTRATION

Dr. John A. Crisafulli, Superintendent  
Dr. Kevin Dwyer, Director of Special Education  
Mr. Everett Olsen, Business Manager  
Mrs. Margaret K. Donahue, Director of Guidance, K - 12

## WESTFORD ACADEMY TRUSTEES

Mr. H. James Kazeniac  
Mr. H. Arnold Wilder  
Dr. Maurice Huckins, Jr.  
Mr. A. Dana Fletcher  
Mr. John E. Leggat, Esq.  
Mr. E. Kennard Fletcher  
Mrs. Bette R. Hook

Mrs. Eileen O. Anderson  
Mr. Edward M. Abbot, Jr.  
Mrs. Barbara H. Parkhurst  
Mr. Lloyd Blanchard  
Mr. William J. Kavanagh  
Mr. Alfred C. Wyman  
Mrs. Helena A. Crocker

**Honorary Members:** Ms. Patricia Bradley, Joseph F. Lisi, Ed. D.

## 1997 GRADUATES

Edward A. Abraham	Amy Beth Gehrig	Rebecca P. Palma
Michael Alexander Agnese	Christopher S. Gendron	Samuel Acker Palmer
Elizabeth Aguilar	John D. Gleason	Liana Helen Papadopoulos
Jason T. Alborough	Brianne Goodspeed	Justin Robert Patronick
t* Jessica Lynn Allen	Jason Joseph Gould	Thaddeus Mark Pawlewicz
Mark Joseph Anastasia	Shawn Grant	Eric J. Poland
t Amy Elizabeth Andresen	Timothy Van Greenwood	Maria Morales Polaina
t* Melissa Gale Antunes	Christopher J. Grzybinski	Daniel Joseph Posnak
t Nicholas John Armenti	Paul V. Hajjar	Leah Janice Price
t Amy Susan Auger	Seth Hall	Thomas Price
t Katherine Louise Beeson	Catherine Skye Halpin	Jill Kathleen Quinn
Alison Rae Belinsky	Michael N. Hanes	Brandi Marie Rank
Christopher Bender	Susan Julie Harrington	Bradford David Ray
t* Erin Elizabeth Benedict	Jeanine R. Haschick	Lauren Anne Recchia
t* Lauren Hope Berenson	Scott G. Hemphill	Denis Michael Reedy
Ryan N. Biddle	Todd M. Herrmann	Stacey Regan
Matthew Bisson	Andrew F. Hicks	Sarah Elizabeth Rice
t Rebecca Biswas	William T. Holm	Laure Francine Roblin
James R. Blakey	Patricia E. Hughes	Brian T. Ross
t Mari Jaye Blanchard	Charles D. Iovino, Jr.	Patricia G. Roux
Donald Brian Bourgeois	Beverly E. Johansen	Adam J. Roy
Michael David Bourgeois	Sarah M. Johnson	Anthony Rosario Rubino
Suzanne Boyd	Rafael Kanayama	Nicole Alyce Salemme
t Kathleen E. Bragdon	Timothy J. Kane	Timothy Jay Scaffardi
Courtney Lee Brennen	Colleen Catherine Karpinsky	Victoria Fraser Scanlan
Craig Nathan Brown	Maureen Margaret Karpinsky	Kristin Angelica Schubert
Daniel J. Buckingham	Cynthia L. Keins	Katelyn Alain Schuft
Erin L. Byrne	Catherine M. Kelley	Cosima Schwoppe
t* Lisa A. Cain	Mark Michael Kjelcher	Staci Scolavino
t Kerry St. Clair Campbell	Jill Anne Ksoppenburg	Leslie Scroggins
t* Melissa Lee Carey	Lisa Marie Koerber	Arif Shaikh
Adriana Lee Carvalho	David Leo Kolios	Linda Sarah Shapiro
Cheryl Beth Cleveland	Heidi L. Kolios	Jason Michael Shestok
Sarah Townsend Coleman	Joseph S. Krevetz	Shannon Lee Smith
Michael P. Cool	Christopher H. Labbe	Elizabeth Ann Souza
Gina Marie Coraccio	Bradford P. Landry	Sebastian Spichtig
Jennifer Lauren Corbett	Matthew T. Lane	John Michael Spiller
Keith Robert Cormier	Amy Beth Lavigne	Holly Ann Stafford
Sarah Elizabeth Cornell	Russell J. Leete	Brian M. Studer
Emmy Cowgill	Amanda Joy LeGacy	Jennifer Lee Surette
David A. Cox	Douglas L. Libby	Colby Buckner Teller
Amy Lynn Coyne	David D. Long	Kelly Lynne Therrien
t* Cheryl Jean Craig	Kyle D. Lukiewski	Lindsay Irene Thomas
Jennifer Lynn Cutrumbes	Jason G. MacLaren	Christopher Anthony Thuotte
Anthony M. DeAntonis	Elizabeth Ann Maestranzi	Carla Christine Trueman
t* Jean Deardon	Matt Maienza	Mary Ellen Upperman
Rosemary Dehney	Michael J. Mancuso	Heather Michelle Urwiller
James Brian DeRosa	Layla Jayne Marshall	Jamie L. Valcourt
t* Radhika Shah Deshpande	Scott Gordon Mates	Matthew D. VanVoorhies
Valerie Katherine Devanna	Matthew C. McCarthy	Timothy P. Varitimos
Benjamin J. Diercks	Kevin P. McDonald	Gergely Vass
t* Gregory James DiLeo	Molly Ann McGregor	Kevin Vibert
Peter Charles DiStefano	Sarah Jean McGregor	Alyson Nicole Viera
Michael R. Doherty	Matthew William McGuirk	Veronica Lynn Vigilant
Heather Anne Ducharme	Kerri Ann McKenna	Erin Marie Walsh
Ryan Shattuck Duffy	Amanda Marie McLaughlin	Steven Patrick Wargocki
t* Cristen Lee Duncan	Hollie Ann McNeil	Dawn Marie Welch
Andrew B. Eckel	Michael Paul Michaelson	Kristen Elizabeth Welsh
Michael Salvatore Eracleo	Melissa Lynn Miller	Henry John Wilder
Michael C. Ewers	Peter Moisakis	Shirar Ann Wilder
Matthew C. Federico	Kevin Thomas Montminy	Jessica Lynne Williams
t* Kristen Meredith Fisher	Eric Morgan	Robert C. Williams
Michael B. Flahive	Jeffrey Morse	Jennifer Marie Yantosca
Jeffrey L. Flohr	Stephanie Mae Mosscrop	Judy Yiu
Timothy G. Francis	Louis Nicholas Neofotistos	Amanda K. Young
Katy Elizabeth Gardiner	Melissa Elizabeth Oakes	Yelena Zheleznyak
Jenine Marie Gaunt	Jeffrey Craig Orlinski	Joshua F. Zimmer
Tara Paige Gauthier	Kimberly Eunice Pacsay	

Press Release  
**WESTFORD ACADEMY**  
**Senior Awards Night - June 5, 1997**

**SPECIAL AWARDS**

D.A.R. Good Citizen Certificate & U.S. History Award.....	Steven Wargocki
Don Mason Achievement Award.....	Cynthia Keins, Amy Gehrig
Avis Hooper Roudenbush Service Awards.....	Steven Wargocki, Brian DeRosa
Massachusetts Bar Association Award (Mock Trial).....	Colleen Karpinsky
Boston Globe Art Show Award .....	Kristen Fisher, Stacey Regan
.....	Katelyn Schuft, Jeanine Haschick,
.....	Mari Blanchard, Lisa Koerber
Veryfine Products, Inc. Award.....	Maureen Karpinsky
Falcon Foundation Scholarship.....	Christopher Thuotte
Catholic College Club of Lowell Scholarship.....	Erin Benedict

**FAMILY and COMMUNITY AWARDS**

Daniel Provost Memorial Award .....	Lisa Koerber
F.A.M.E. Awards.....	Eric Poland, Bradford Ray, Rebecca Biswas, ..... Christopher Labbe, Kristen Welsh, Michael Hanes
Frederick S. Healy Legion Post 159 Award.....	Katherine Beeson, Douglas Libby
Westford Academy Alumni (Elva Judd Rollins) .....	Beverly Johansen
Westford Academy Alumni (Charles Hildreth Award).....	Michael Michaelson
Westford Academy Alumni (Ruth E. McDonald Award).....	Emmy Cowgill
Westford Academy Alumni (Special Award).....	Shirar Wilder
Westford Academy Athletic Boosters Award .....	Melissa Carey, Jessica Allen, ..... Melissa Antunes, Amy Coyne, Paul Hajjar, Colleen Karpinsky, ..... Elizabeth Maestranzi, Kevin McDonald, Jeffrey Morse
.....	Sarah Rice, Brian Ross, Kimberly Pacsay, Kerri McKenna
National Honor Society Awards.....	Maureen Karpinsky, ..... Catherine Kelley, Alyson Viera
Student Council Leadership Awards.....	Patricia Hughes, Catherine Kelley, ..... Elizabeth Maestranzi, Christopher Thuotte, ..... Alyson Viera, Sarah Rice
Westford Academy Faculty Award.....	Colleen Karpinsky, Brian Ross
Westford Arts Lottery Council .....	Beverly Johansen, Katelyn Schuft
Westford Junior Women's Club Award .....	Elizabeth Maestranzi, ..... Cristen Duncan, Lauren Berenson
.....	Rosemary Dehney, Douglas Libby
Westford Lions Club Verna Zaher Award.....	Robert Williams
James Lehan Memorial Award.....	Jessica Allen
Dr. Lawrence Ross Memorial Award.....	Gregory DiLeo, Catherine Kelley
Middlesex Savings Bank Award.....	Kevin McDonald
Gary Franceschi Memorial Award.....	Stacey Regan
Charles E. MacGregor Memorial Award .....	Elizabeth Maestranzi, Melissa Oakes
Nabnasset American Legion Auxiliary Award.....	Jeanine Haschick
Anne Marie Bergamini Bowman Memorial Award.....	Helen Papadopoulos
Westford Youth Baseball Association .....	Peter DiStefano
Don Mason CIRRUS/Outing Club Award.....	Brienne Goodspeed, Bradford Landry
Westford Education Association Award.....	Patricia Hughes
Westford Conservation Trust.....	Christopher Bender
<b>Family and Community Awards - continued</b>	

Westford Firefighters Association Award.....	Melissa Carey, Heather Ducharme .....
.....	..... Brandi Rank
Westford Kiwanis Award.....	Emmy Cowgill, Joseph Kravetz, Victoria Scanlan ..... Kathleen Bragdon, Kristen Welsh, Colby Teller
Westford Police Association Award.....	Melissa Carey, Christopher Labbe
Sergeant John F. Sullivan Scholarship.....	Christopher Labbe
Westford Rotary Club Award .....	Steven Wargocki, Maureen Karpinsky ..... Colleen Karpinsky, Victoria Scanlan ..... Mari Blanchard, Kristen Welsh
.....	.....
Edward M. Connolly Memorial Award.....	Scott Mates
Westford Youth Softball Award.....	Lindsay Thomas
Westford Youth Soccer Leadership Award .....	Christopher Thuotte, Gregory DiLeo
Patricia Rotelli Peer Counseling Award .....	Melissa Oakes
S.A.D.D. Scholarship.....	Sarah McGregor, Molly McGregor
Friends of the Senior Center .....	Thaddeus Pawlewicz
Marcus Tully Cicero Scholarship.....	Maureen Karpinsky
Massachusetts Elks Scholarship.....	Melissa Oakes

**MUSICAL INTERLUDE ...."Free Bird"** *Sung by* - Melissa Antunes, Mari Blanchard  
..... Beverly Johansen, Holly Stafford  
*Accompanied by* - Craig Brown, Matthew Federico,  
..... David Long, Eric Poland

## TRUSTEE EXCELLENCE AWARDS..... **Bette Hook**

Consumer Family Studies .....	Amy Auger
Art.....	Jeanine Haschick
Business Education.....	Amy Andresen
English.....	Kristin Schubert
French.....	Kristin Schubert
German .....	Kristin Schubert
Math.....	Gregory DiLeo
Music .....	Eric Poland
Physical Education .....	Shawn Grant, Kerri McKenna
Science.....	Colby Teller
Social Studies .....	Kristin Schubert
Spanish.....	Kristen Welsh
Technology Education .....	Michael Ewers

## TRUSTEE FAMILY AWARDS..... Bette Hook

1st Lt. Jeffrey Peterson Memorial Award	Steven Wargocki
Abbot Award	Staci Scolavino
Arthur Griffin Hildreth Science Memorial Award	Veronica Vigilant
Barbara Hildreth Parkhurst Award	Victoria Scanlan
Bertha Norris Hildreth Memorial Math Award	Colby Teller
Charles Hildreth Colburn Award	Eric Poland
Christopher Hook Memorial Award	Amy Gehrig
Dr. Clarence D. Wright Science Award	Judy Yiu
Fisher Family Memorial Award	Kristin Schubert
Forty Memorial Award	Kerri McKenna
Gordon B. Seavey Communications Award	Melissa Antunes
Julian Award	Lisa Cain
Karen MacWilliams Memorial Award	Sarah Cornell
Mary L. Westcott Achievement Award	Radhika Deshpande
Nabnasset Boosters Club Award	Lindsay Thomas
"Pat" Bradley Woman Athlete Award	Kimberly Pacsay
Richard Hall Award	Scott Hemphill
Robert Shepherd Memorial Award	Erin Benedict
Ross-Hook Award	Arif Shaikh
Thomas C. Pehrson Memorial Award	Amy Auger
Stone Award	Bradford Ray
Technology Arts-Arthur Bailey Merit Award	Michael Ewers
William C. Roudenbush Memorial Award	Alyson Viera
Class of 1995 Award	Nicole Salemme
Russell Carlson "Pop Warner" Football Award	Brian Ross
Erin Elizabeth Goddard Memorial Award	Stephanie Mosscrop
Steven Brian Wright Memorial Award	Scott Mates
Hoebke-Blanco Memorial Award	Brian Ross
Shields Memorial Award	Matthew McCarthy
Westford Academy Art Club Award	Mari Blanchard
Kathy Mayer Memorial Scholarship	Katy Gardiner
Barbara Wyman Shea Memorial Award	Melissa Antunes

## SCHOOL AWARDS

Peer Counseling Awards .....	Sarah McGregor, Colleen Karpinsky, Sarah Rice Jennifer Yantosca, Heather Ducharme, Patricia Hughes, Elizabeth Maestranzi, Melissa Carey, Melissa Oakes, Kristen Welsh, Leslie Scroggins, Susan Harrington, Erin Walsh, Patricia Roux, Lindsay Thomas, Lauren Berenson, Rosemary Dehney
Presidential Education Excellence Award.....	Yelena Zheleznyak, Catherine Kelley Laure Roblin, Kristin Schubert, Sarah Cornell, Veronica Vigilant, Kristen Welsh, Colby Teller, Scott Mates, , Eric Poland, Melissa Antunes, Victoria Scanlan, Jill Quinn, Mari Blanchard, Christopher Thuotte, Rebecca Biswas, Heather Ducharme, Steven Wargocki, Douglas Libby, Sarah Rice, Alyson Viera, Jeanine Haschick, Gregory DiLeo, Lindsay Thomas, Lisa Koerber, Jessica Allen, Kerry Campbell, Courtney Brennan, Lisa Cain, Heather Urwiller, Kristen Fisher
Child Development II Award .....	Heather Ducharme
Adult Living Award.....	Stephanie Mossycop
Creative Foods Awards.....	Keith Cormier, Samuel Palmer, Henry Wilder
Science Department Award.....	Kristin Schubert
Science Technology Award .....	Michael Ewers
Computer & Business Technology Dept.	
Business Law .....	Colleen Karpinsky
Interactive Computing .....	Thaddeus Pawlewicz
College Accounting .....	Amy Andresen
Social Studies Department .....	Kristin Schubert
German National Honor Society .....	Jessica Allen, Catherine Kelley, Melissa Oakes, Laure Roblin, Nicole Salemme, Leslie Scroggins, Erin Walsh
German III Award .....	Catherine Kelley
German IV Award .....	Kristin Schubert
English Award.....	Kristin Schubert
Math Award.....	Gregory DiLeo
Excellence in Art.....	Beverly Johansen, Bourgeoid, Jessica Williams, Amy Gehrig, Victoria Scanlan
French V Award .....	Kristin Schubert
National Latin Exam Awards .....	Gregory DiLeo, Scott Hemphill, Michael Hanes Christopher Thuotte, Judy Yiu
National Junior Classical League Honor Society .....	Gregory DiLeo, Michael Hanes, Kerri McKenna, Lindsay Thomas, Christopher Thuotte, Judy Yiu
Massachusetts Foreign Language Association Leadership Award .....	Kristin Schubert
Drama Award .....	Andrew Hicks, Jill Quinn, Patricia Hughes, Kerry Campbell, Jeffrey Orlinski
Ghostwriter Award .....	Kristin Schubert
International Student Recognition Awards .....	Yelena Zheleznyak, Maria Polaina Morales, Cosima Schwöppe, Rafael Kanayama Caroline Postigo, Gergö Vass, Sebastian Spichtig, Elizabeth Aguilar, Laure Roblin

## MOST WORTHY REPRESENTATIVES

1997.....	Maureen Karpinsky
1998.....	Kaitlin Conley
1999.....	Fiona Coxe
2000.....	Bridget McElroy

# ENROLLMENTS

October 1, 1996

	<u>NAB</u>	<u>ROB</u>	<u>ABB</u>	<u>DAY</u>	<u>BLAN</u>	<u>W.A.</u>	<u>TOTALS</u>
<u>Grade</u>							
Pre-School		35					35
K	143	180					323
Pre-First	19	23					42
1	147	201					348
2	151	178					329
3		148	174				322
4		133	143				276
5		145	161				306
6				311			311
7				270			270
8				246			246
9					267		267
10					249		249
11					230		230
12					200		200
<b>TOTALS</b>	<b>460</b>	<b>617</b>	<b>426</b>	<b>478</b>	<b>827</b>	<b>946</b>	<b>3754</b>

# HEALTH SUMMARY

## End of Year Report 1996-97

### Physicals

# Grade Physicals	76
# Positive Findings Referred to Family Physician	3
# Students who had Physical by Private Physician	538
# Sport Physicals (Middle & High School)	242

### Vision Screening

# referred to Private Physician	166
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### Hearing Screening

# referred to Private Physician	35
---------------------------------	----

### Postural Screening (grades 5 to 9)

# Screened by Dr. Watson	90
# To be Followed at School	26
# Referred to Private Physician	2

### Students & Staff Transported by Ambulance

	2
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### Nurse-Pupil Conferences

	43372
--	-------

### Immunization

DT	50
MMR	90
Flu	180
Mantoux	116

### Dental Program

# Students Eligible Grades 2, 4, & 6	2015
# Students who Participated	460
# Referred for Dental Care	172
# Referred for orthodontics	69

# Students with bee sting allergies	62
# Students with inhalers in school	109
# Students on daily medication	80

## PER PUPIL EXPENDITURE COMPARISON

As in the past several years, we are providing the Town with a comparison of Westford's per pupil expenditures over the past few years with other area communities. This information is supplied by the State Department of Education and is based upon annual budget expenditures, thus the most recent data is for FY94.

	<u>FY92</u>	<u>FY93</u>	<u>FY94</u>	<u>FY95</u>
Concord	7975	8192	8041	7928
Bedford	7149	7513	7637	7204
Carlisle	6630	6934	7101	7133
Littleton	5747	6286	5331	5569
STATE	5031	5130	5348	5524
<b>AVERAGE</b>				
Acton	5949	5936	5657	5395
Tewksbury	4747	4663	5557	5232
Andover	5144	5267	5418	5230
Billerica	4842	4847	4935	5228
N. Andover	4582	4666	4938	4989
Chelmsford	4605	4765	5051	4976
N. Reading	4791	4872	4927	4967
Reading	4574	4505	4847	4954
Wilmington	4701	5542	5358	4952
<b>WESTFORD</b>	4898	4710	4720	4824
Groton	4741	4415	4805	4662
Dracut	3989	3978	4504	4660
Tyngsboro	4358	4404	4210	4591
<b>STATE</b>				
<b>AVERAGE</b>	5031	5130	5348	5524
<b>WESTFORD'S</b>				
<b>RANKING</b>	7th	11th	15th	14th
<b>\$ DIFFERENCE</b>				
<b>WESTFORD TO</b>				
<b>STATE</b>	-\$133	-\$420	-\$628	-\$700

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Dr. John A. Crisafulli, Superintendent Shirley Mantone, Secretary to Superintendent	692-5560
Dr. Marcia Lukon, Director of Curriculum Katheryn Palmer, Curriculum Secretary	692-5561
Everett V. Olsen, Business Manager Judy Chaffee, Secretary to Business Manager	692-5563
Barbara Martel, Accounting Manager Christina LeMasurier, Payroll Assistant Jenny Golay, Accounts Payable Assistant	692-5562
Dr. Kevin Dwyer, Administrator of Special Education Joan Chipchak, Secretary to Administrator	692-5565
Dr. Jane Coleman Williams, School Psychologist Janet Dubner, Team Chairperson Dorothy Wagner, Secretary/Receptionist	

## SCHOOL COMMITTEE

Susan Flint, Chair	Term expires	1998
Lee England, Vice Chair	Term expires	1999
Tim Martin, Secretary	Term expires	2000
Sharon Boonstra	Term expires	2000
Richard Faherty	Term expires	2000
Linnea Flint	Term expires	1999
Robert McCusker	Term expires	1998

Compiled and Edited by  
Superintendent's Office  
for the  
WESTFORD SCHOOL COMMITTEE

# Nashoba Valley Technical High School

100 Littleton Road, Westford  
978-692-4711 - 978-448-9687 FAX 978-392-0570

## Annual Town Report

### Administration

Judith L. Klimkiewicz	Superintendent-Director
Victor Kiloski	Assistant Superintendent/Principal
Ralph Dumas	Director of Operations
William Towne	Director of Student Support Services & Measurement
Barbara Donaghue	Director of Curriculum Development
Joseph O'Brien	Dean of Students
Wendy Carter	Director of Technology Education

### School Committee

	Chelmsford	Alternates	
Charla Boles	Groton	Al Buckley	Pepperell
Augustine Kish - Vice Chairman	Littleton	Leo Dunn	Westford
Irene Machemer	Townsend	James Nugent	Littleton
Doug Morin - Chairman	Westford	Samuel Poulten	Chelmsford
Joan O'Brien	Westford	Barbara Sherritt	Townsend
Mary Jo Griffin	Chelmsford	Heidi Shultz	Shirley
Garry Ricard	Pepperell		
Sharon Shanahan	Chelmsford		
Benjamin Wales	Pepperell		
Richard White	Shirley		

### SCHOOL DATA

Type : Public, regional, four-year vocational technical high school opened in September 1969. The first graduating class was in June 1972.

Student Enrollment : As of October 1, 1997

Chelmsford	118
Groton	43
Littleton	8
Pepperell	125
Shirley	37
Townsend	81
Westford	79
Ayer	24
School Choice	49
<b>Total Enrollment</b>	<b>564</b>

Accreditation : New England Association of Schools and Colleges.

College Board Code Number 222-333

Faculty : Sixty-five certified teachers Pupil Teacher Ratio : 10:1

Calendar Three twelve week trimesters. Eight 45 minute periods, five days per week. The school schedule alternates one week of academic classes with a week in a vocational-technical program.

### Vocational-Technical Programs

Autobody Technology	Graphic Arts/Design
Automotive Repair Technology	Horticulture/Landscape Design
Carpentry	Machine Tool Technology
Culinary Arts/Hotel/Restaurant Management	Medical Occupations
Computer Aided Drafting/Architectural Design	Metal Fabrications
Electrical Technology	Interior Decorating & Design

Electronics/Robotics

\*Child Care Education for 1998/99 school yr

Plumbing/Heating

\*Dental Assistant for 1998/99 school year

#### **SPECIAL ACADEMIC PROGRAMS**

Students receive four years of computer applications.

Foreign language is offered all four years for interested students.

Juniors with honor grades may elect to enter the Dual Enrollment Program and take their senior year a community college in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one full year of credit from the college.

#### **STUDENT ACTIVITIES**

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Drunk Driving, Vocational Industrial Clubs of America, peer counseling and many special interest clubs. Nashoba has **no user fees**.

#### **Continuing & Community Education**

Approximately fifteen hundred adults attend this evenings run program a school year.

#### **Summer Programs**

Nashoba Valley's Allstar Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.



## Replacement of the River Street Bridge over the Stoney Brook

The River Street Bridge over the Stoney Brook (Massachusetts Highway Department Bridge #W-26-4) in the Graniteville Section of Westford, was comprised of granite slabs placed over granite abutments with two granite piers in the center. The existing bridge had a span of approximately forty feet. The actual construction date is unknown but plans of adjacent property and an 1831 map of the Town indicates that it must have been built sometime before then. The bridge was not considered a historic structure, as it did not meet the National Register criteria for individual listing.

Over time the original bridge had lost its structural integrity due to transverse cracks in the granite slabs and overall settlement of the abutments and inner piers. Upon inspection and discovery of the cracked granite slabs the load rating was reduced to 3 tons. Further inspection in 1996 revealed more cracks prompting the state to request the Town to limit the bridge to one lane.

The foregoing events initiated design for bridge replacement. The bridge was slated to be replaced under a special program that involved installation of the new bridge using Westford Highway Department Personnel and Massachusetts Highway Department Bridge Crew. Massachusetts Highway Department would supply the new bridge along with the necessary material and equipment while Westford Highway Department would supplement the effort with additional material and labor to install the new structure at cost savings to the Town in excess of \$100,000. The Bridge was to be manufactured by Concrete Systems Inc., of Hudson, New Hampshire and assembled on site. The precast structure was chosen, affording quick installation with minimal environmental impacts.

In April of 1997 the Westford Highway Department provided the engineering and secured the necessary permits for the project. Massachusetts Highway Department's Bridge Division reviewed the bridge plans. The plans were modified to accommodate the latest requirements for seismic and truck loading. The revisions promulgated plans that called for a different precast bridge manufacturer (Rotondo Precast of Rehoboth, Massachusetts). The revised plans available for construction were available in July of 1997.

Actual construction began with the demolition of the existing bridge in August of 1997. Both MHD and Westford Highway Department worked closely to effect the installation of the bridge and reconstructed both approaches to the bridge. The project was substantially completed in the beginning of December of 1997 and officially opened on December 19, 1997. The collaborative effort between State and Local Highway Departments was the result of efforts by former District #3 MHD Director Peter J. Donohue. The Westford Highway Department would like to thank Mr. Donohue for all his help, expertise and cost saving management that has been a tremendous asset to the Town while he was director at MHD District #3.



## **HIGHWAY DEPARTMENT**

I am pleased to submit the annual report of the Highway Department.

The following work was done by the Highway Department from February 1, 1997 through January 31, 1998.

### **TOWN ROADS**

Regular maintenance and repair of Town Roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roads, repair of guard rails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berm and curbing, cuts and clears trees from roadways during and after storms. More than \$100,000.00 was used for the cleanup of trees and debris after the December 1996 snow and ice storm.

In 1997 2,864.89 tons of Bituminous concrete was used for repair and maintenance of Town Roads.

### **ROADS RESURFACED**

The following streets were resurfaced with Bituminous Concrete or treated stone and asphalt.

- Plain Road
- Depot Road
- Tadmuck Road
- Concord Road
- Boston Road
- Chamberlain Road
- Endmoore Road

## **DRAINAGE TOWN ROADS**

Lillian Road	Installed 80' of 12" pipe
26 Nutting Road	Installed 1 catch basin with 80' of 12" perforated pipe
38 Nutting Road	Installed 1 catch basin with 80' of 12" perforated pipe
Gould Road	Replaced culvert pipe with 60' of 36" arch culvert pipe
Plain Road	Installed 170' of 12" pipe
Chamberlain Road	Installed 1 catch basin with 10' of 12" pipe
164 Main Street	Installed 1 catch basin and 20' of 12" pipe
Tadmuck Road	Installed 3 catch basins and 310' of 12" pipe
Depot Street	Installed 2 leach systems and 140' of 12" perforated pipe
Old Lowell Road	Installed 60' of 12" perforated pipe
Providence Road	Installed 1 catch basin and 60' of 12" perforated pipe
Lowell Road	Installed 1 catch basin and 40' of 12" perforated pipe
Depot Street (Abbott School)	Installed 1 catch basin and 40' of 12" perforated pipe
Gassett Road	Installed 1 catch basin and 40' of 12" perforated pipe
Groton Road	Installed 1 catch basin and 20' of 12" perforated pipe
Tadmuck Road	Installed 3 catch basins, 4 manholes, 420' of 12" perforated pipe and 530' of 12" solid pipe

## **BETTERMENTS**

Under the Town's Betterments Program Tower Road and Maple Road construction was completed during the construction season of '97. This project upgraded the roadways from dirt to bituminous concrete with curbing and drainage.

During the construction season of '97 work was started on Endmoore Road. The first 1,800' saw the installation of drainage and new pavement.

## **SNOW AND ICE REMOVAL**

The Town of Westford Highway Department in the interest of public safety and the convenience to motorists cleared the snow and ice from approximately 165 miles of roadway. In this process the Town used 3,929 tons of sand and 3,026 tons of salt.

Following are the times the Highway Department was called out to treat or plow the Town roads:

Feb. 3, 1997	Ice	Salt/Sand
Feb. 5, 1997	Lt. Snow 2"	Salt/Sand/Plow
Feb. 12, 1997	Lt. Snow 1"	Salt/Sand
Feb. 14, 1997	Lt. Snow 1 ½"	Salt/Sand
Feb. 17, 1997	Lt. Snow 1"	Salt/Sand
Mar. 7, 1997	Lt. Snow ½"	Salt/Sand
Mar. 8, 1997	Lt. Snow 2"	Salt/Sand
Mar. 10, 1997	Snow 5"	Salt/Sand/Plow
Mar. 14, 1997	Snow 3"	Salt/Sand/Plow
Mar. 15, 1997	Slippery	Salt/Sand
Mar. 31, 1997	Snow 18"	Salt/Sand/Plow
Nov. 14, 1997	Snow 5"	Salt/Sand/Plow
Nov. 15, 1997	Slippery	Salt/Sand
Nov. 23, 1997	Ice	Salt/Sand
Dec. 23, 1997	Snow 20 ½"	Salt/Sand/Plow
Dec. 25, 1997	Ice	Salt/Sand
Jan. 4, 1998	Sleet	Salt/Sand
Jan. 15, 1998	Snow 10"	Salt/Sand/Plow
Jan. 18, 1998	Lt. Snow 1"	Salt/Sand
Jan. 20, 1998	Lt. Snow ½"	Salt/Sand
Jan. 23, 1998	Snow 6"	Salt/Sand/Plow
Jan. 25, 1998	Lt. Snow ½"	Salt/Sand

## OTHER HIGHWAY DEPARTMENT PROJECTS

The Highway Department worked in partnership with Mass Highway on installing a temporary bridge on Graniteville Road over the railroad tracks to provide one lane traffic in and out of Graniteville.

The Highway Department also worked in partnership with Mass Highway on installing a 38' arch bridge on River Street over Stoney Brook. This project netted a savings to the Town in excess of \$250,000.00.

We also worked with Mass Highway in the installation of new guard rails on Routes 225, 40, and 27.

## PARK DEPARTMENT

This year the Whitney Playground, Town Commons, Monuments, Library, Graniteville, Forge Village, Nabnasset and Parkerville ball parks were limed and fertilized. All shrubbery was trimmed and the grass cut and raked. Leaves were picked up around the common and parks this fall.

For Memorial Day, geraniums were placed on the Town Commons and on the Monuments.

I wish to express my sincere thanks to the Board of Selectmen and Town Manager for their full cooperation and to all members of the Highway Department, who have been most cooperative. In addition, my thanks to the members of the Highway Site Selection Committee for the many hours of hard work in helping to locate a new home for the Highway Department.

Richard J. Barrett, Jr.  
Superintendent of Streets

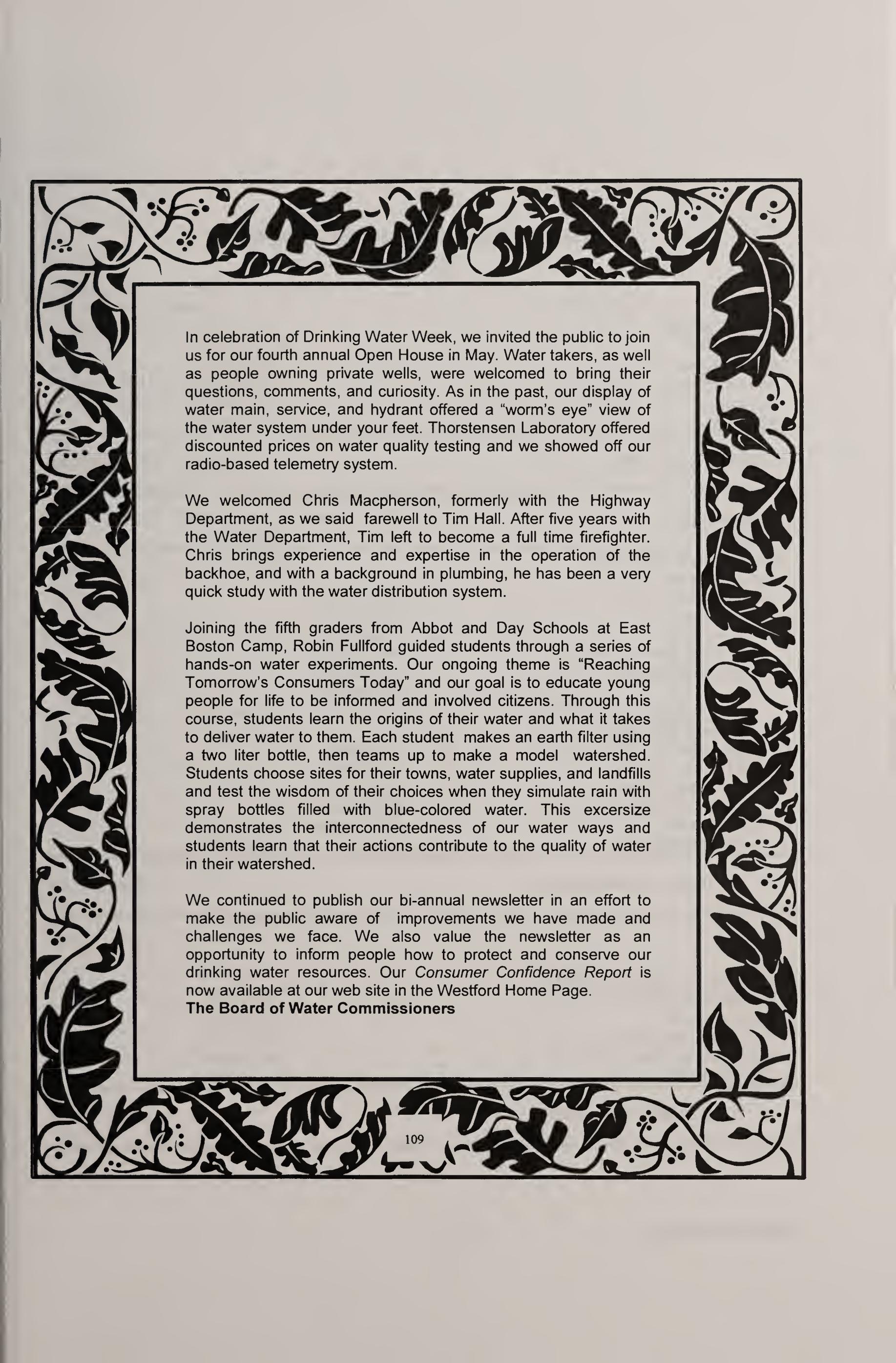
## Westford Water Department

Westford's commercial and residential development continued to increase the demands put on the public water system in 1997. The department restudied and reprioritized the schedule of Master Plan projects to accommodate the growth.

Twin Peaks Water Storage Tank, which will be located in the Greystone Estates subdivision, was designed to provide storage in the system to meet maximum and peak daily demands, as well as storage for fire protection. The project is scheduled for completion in August of 1998. Traywick Realty, Inc, the developer of Greystone Estates, will provide just under one half of the funds necessary to construct the tank.

The Tadmuck Road water main project was completed last Spring. A new water main was installed down Tadmuck Road to Route 110. A Master Plan improvement, the project "looped" a dead-end section of pipe and the road received a full overlay, curb to curb. The new water main installation turned out to be a timely event for one family who found their well in trouble and were able to connect to town water. A neighbor kept the household supplied with water via a hose while the new water main was made ready.

After three years of seeking Department of Environmental Protection (DEP) approval of the Fletcher Well and Pumping Station, a permit was granted with stipulations requiring us to monitor the wetlands vegetation. DEP and other state agencies were concerned with the proliferation of purple loosestrife, an invader from Europe with no natural enemies. The new well, scheduled to be operational by August of 1998, will help the department keep up with growth and increased demand on the system. Located off Concord Road in Forge Village, it will carry the name of Harold A. Fletcher, Water Department Superintendent of 19 years and a member of the Board of Water Commissioners.



In celebration of Drinking Water Week, we invited the public to join us for our fourth annual Open House in May. Water takers, as well as people owning private wells, were welcomed to bring their questions, comments, and curiosity. As in the past, our display of water main, service, and hydrant offered a "worm's eye" view of the water system under your feet. Thorstensen Laboratory offered discounted prices on water quality testing and we showed off our radio-based telemetry system.

We welcomed Chris Macpherson, formerly with the Highway Department, as we said farewell to Tim Hall. After five years with the Water Department, Tim left to become a full time firefighter. Chris brings experience and expertise in the operation of the backhoe, and with a background in plumbing, he has been a very quick study with the water distribution system.

Joining the fifth graders from Abbot and Day Schools at East Boston Camp, Robin Fullford guided students through a series of hands-on water experiments. Our ongoing theme is "Reaching Tomorrow's Consumers Today" and our goal is to educate young people for life to be informed and involved citizens. Through this course, students learn the origins of their water and what it takes to deliver water to them. Each student makes an earth filter using a two liter bottle, then teams up to make a model watershed. Students choose sites for their towns, water supplies, and landfills and test the wisdom of their choices when they simulate rain with spray bottles filled with blue-colored water. This exercise demonstrates the interconnectedness of our water ways and students learn that their actions contribute to the quality of water in their watershed.

We continued to publish our bi-annual newsletter in an effort to make the public aware of improvements we have made and challenges we face. We also value the newsletter as an opportunity to inform people how to protect and conserve our drinking water resources. Our *Consumer Confidence Report* is now available at our web site in the Westford Home Page.

**The Board of Water Commissioners**

**WESTFORD WATER DEPARTMENT**  
**FY 1997**

**CASH RECEIPTS**

Water Rates	\$1,337,301.19
Misc Billings	\$54,175.38
Service Billings	\$292,294.48
Interest	\$4.35
Liens	\$14,538.57
<b>TOTAL REVENUES</b>	<b>\$1,698,313.97</b>

**EXPENDITURES**

Payroll	(\$428,582.11)
Maintenance & Operations	(\$598,651.01)
Capital Projects	
Meter Replacements	(\$29,418.16)
Diesel Trucks	(\$31,680.34)
Pumping Station	(\$20,026.49)
FY97 Water Main Project	(\$418,911.96)
Water Storage Tank	(\$7,017.00)
Other	<u>(\$89,913.61)</u>
<b>Total Capital</b>	<b>(\$596,967.56)</b>
Encumbered Accounts	
Booster Station	\$9,500.00
Paint Truck	(\$3,919.99)
Water Quality Studies	(\$1,900.00)
Pine Tree Trail Improvements	(\$25,651.46)
Zone II Testing	<u>(\$1,645.39)</u>
<b>Total Encumbered</b>	<b>(\$23,616.84)</b>
<b>TOTAL EXPENDITURES</b>	<b>(\$1,647,817.52)</b>

**ACCOUNTS TO CARRY FORWARD**

Variable Speed Drills	\$22,000.00
Pumping Station	\$579,973.51
FY97 Water Main Project	\$81,088.04
Water Storage Tank	\$864,593.66
Other Water Encumbered	<u>\$142,570.59</u>
<b>TOTAL CARRY FORWARD</b>	<b>\$1,690,225.80</b>

**SURPLUS ACCOUNT**

**WESTFORD WATER DEPARTMENT  
FY 1997**

Beginning Balance 7/1/96	\$907,744.02
Appropriations of Surplus	<u>(\$775,000.00)</u>
Adjusted undesignated surplus	\$132,744.02
Add:	
Current Year Expenditure Surplus	\$15,607.68
Prior Year Revenue Adjustment	<u>\$11,858.11</u>
	\$27,465.79
Deduct:	
Current Year Revenue Deficit	<u>(\$113,686.03)</u>
<b>UNDESIGNATED FUND BALANCE 6/30/97</b>	<b>\$46,523.78</b>

Signed by The Westford Water Department Board of Water Commissioners:

Leslie A. Thomas  
Walter J. Marcella  
Harold A. Fletcher, Sr.

Leslie A. Thomas  
Walter Marcella  
Harold A. Fletcher, Sr.

*Report of the Water Superintendent  
For the Year Ending December 31, 1997*

*Number of Gallons Pumped*

January	33,895,000
February	26,503,000
March	35,048,000
April	30,255,000
May	39,614,000
June	79,625,000
July	82,411,000
August	57,041,000
September	44,033,000
October	36,859,000
November	32,699,000
December	32,635,000
<b>TOTAL GALLONS</b>	<b>530,618,000</b>

*Highest Usage per Day : July 31, 1997 3,005,000 gallons pumped  
Highest Usage per Week : July 27 – August 2, 1997 gallons pumped  
Average Daily Consumption : 1,453,748 gallons pumped*

<i>Number of Hydrants</i>	742
<i>Miles of Water Main</i>	104
<i>Number of Accounts</i>	4,525
<i>Number of Services</i>	4,265
<i>Service Renewals</i>	31
<i>Water Main Installed</i>	34,205
<i>Hydrants Installed</i>	58
<i>Water Main Breaks</i>	8
<i>Service Leaks</i>	8
<i>New services</i>	122

*Respectfully submitted,*



*Warren E. Sweetser, Superintendent*



## WESTFORD RECYCLING COMMISSION

The Commission is pleased to report recycling facts and figures for the town of Westford for 1997. Each ton of recycled goods diverted from the waste-to-energy incinerator in North Andover saved \$100 and assured that Westford was in compliance with State waste bans.

Revenue for our recycled paper was steady at \$10 per ton during 1997. Revenue collected from the sale of our recycled news and mixed paper generated income for the town of \$ 14,202.

We learned late in 1997 that the land at 228 Littleton Road which we have been renting for our recycling site was to be sold to a new owner. Since that time, the Commission has been searching for a new location for our dropoff operation as well as the option of curbside collection of recyclables. In the interim we have had to operate on a smaller parcel of land. This transition period has caused confusion among town residents, some of whom mistakenly thought that drop-off recycling was ending in 1997. At the May 1998 Town Meeting, we will present our recommendations to town residents regarding our future plans.

### Site Management

Westford Services holds the contract to operate our recycling site for fiscal year 1998. This is the third year of site management for Westford Services.

### Membership Changes

In October Ellen Harde, founder of the Westford recycling program (originally the Solid Waste Advisory Committee), resigned from the Commission but has agreed to stay on as an advisor on an as-needed basis. The Commission members thanked Ellen for her long term service and commitment to recycling with a dinner. She was presented with a cake and a plaque with a photograph of former and current members. Commission members sang a song composed by Ann Eno and written in tribute to Ellen. Although Ellen will be missed, the Commission welcomes Joyce Demers who was appointed a full member of the Commission by the Town Manager.

### Mixed Paper Collection

Westford volunteer organizations provide the people-power needed to load the rolloff containers with residents' mixed paper each Saturday, for which they receive \$250 per day worked. Commission Chair Gayle Wells coordinates all group scheduling. Each member of the Recycling Commission takes a turn monitoring the site every Saturday. December yielded a record high tonnage month for the program when 161.57 tons of mixed paper were collected. This figure surpassed our last record high 1996 high tonnage of 129.86.

Payments from North Shore Recycled Fibers of Salem for our mixed paper remain at \$ 10 per ton. Full containers of mixed paper, filled by the volunteer organizations, are trucked to the North Shore's Haverhill and Lawrence mills at a typical cost to Westford of \$135 per haul.

*Total mixed paper collected: 1,420 tons*

*Revenue collected: \$14,200*

***Avoided costs at the incinerator: \$142,000***

### **Glass, Metal and Plastic Recycling (GMP)**

Our GMP was collected and processed by BFI. Full containers of GMP are trucked to BFI's separating operation at \$140 per haul. Other than aluminum, no revenue is collected for these commodities.

*Total GMP collected: 372 tons*

*Revenue collected from 8 tons of aluminum cans: \$5,345*

**Avoided costs at the incinerator: \$38,000**

### **Leaves and Grass Clippings**

Westford residents take their yard waste to Laughton's Nursery, 31 Lowell Road, Westford. The site is open weekdays year-round (8 am to 4 pm) and also Saturday mornings from September to May. Laughton's receives \$6,500 per year for this service.

*Estimated total quantity recycled: 1,000 tons (@\$6500/Year = \$6.50 per ton )*

**Avoided costs at the incinerator: \$100,000**

### **Clothing Recycling**

New England Clothes Recycling (NECR) of Chelmsford continues to collect old clothing, textiles, small household appliances, used toys, and other items at the Rte. 110 site. Items can be dropped off during hours that the recycling site is open.

*Estimated total quantity (in tons) collected: 30-40 tons*

**Avoided costs at the incinerator: \$3,000-\$4,000**

### **Waste Motor Oil**

The Westford Center Fire Station continues to be the collection depot for waste motor oil each Saturday. Residents are charged a disposal fee of \$1 per gallon. The collection program is overseen by Fire Department personnel. Oil collected is used by the Highway Department as fuel for heating the town garage. This past year half the revenue from the oil collection was used to purchase a new holding tank and funnel/filter. The new tank will be easier to empty than the individual barrels that were used since the operation began.

*Volume of waste oil collected: 752 gallons.*

*Total income received: \$752*

### **Christmas Trees**

In January 1997, residents took advantage of a voluntary Christmas tree recycling program. The Westford Firefighters Association participated in and benefited from two collection days by picking up trees from residents' homes on two Saturdays in January for a donation of \$3 per tree. The trees were taken to the Highway Garage for chipping.

*Number of trees collected in 1997: More than 1,700*

### **School and Municipal Building Recycling**

Our contractor, Joe Kinghorn, collects paper, glass, metal, and plastics from Westford schools and municipal buildings for recycling at our Route 110 site.

## **Battery Collection**

Commission member Ann Eno collected button cell batteries from the various collection points in Westford. Button cell batteries are used in hearing aids, calculators, and watches and contain the toxic substance mercury. Batteries are brought to NESWC for recycling. Used rechargeable ni-cad batteries are collected by Radio Shack at Westford Valley Marketplace.

*Button cell batteries collected: 20 pounds*

## **Public Education**

A flyer explaining all of the town's recycling programs was mailed in May to all Westford households. Printing and mailing costs for the flyer were paid for by a grant from the Mass. Department of Environmental Protection.

## **Deposit Cans and Bottles**

The Westford Hockey Association continues to collect donated 5 cent return cans and bottles at the Rte. 110 site. The Hockey Association pays the Town \$360 for use of space.

## **White Goods**

White goods are defined as stoves, water heaters, washers, dryers, refrigerators, air conditioners, and microwave ovens, which are prohibited from disposal at the NESWC incinerator by a State DEP ban. A disposal fee is paid directly by homeowners to the hauler with whom they arrange to remove their white goods.

## **Hardcover Books**

Hardcover books which cannot be sold by Friends of the J.V. Fletcher Library were collected for recycling at Courier Corporation in Forge Village. No revenue was received for the books by the town.

## **Household Hazardous Waste Collection**

This was the "off" year for the bi-annual collection. If the May 1998 Town Meeting approves the funds, there will be a collection in fall 1998. A flyer containing details about the collection will be mailed to residents prior to the collection date.

Respectfully submitted,

Gayle Wells, Chair  
Wendi Foley  
Richard Barrett, Highway Superintendent,  
ex-officio  
Ken Teal  
Ellen Harde (resigned 10/97)  
Joyce Demers

Gerald DiBello  
Ann Eno  
Mike Gustin  
Bill Beck, Assoc. Member

THIS IN A CEMETERY

Lives are commemorated - deaths are recorded - families are reunited - memories are made tangible - and love is undisguised. This is a cemetery.

Communities accord respect, families bestow reverence, historians seek information and our heritage is thereby enriched.

Testimonies of devotion, pride and remembrance are carved in stone to pay warm tribute to accomplishments and to the life - not death - of a loved one. The cemetery is homeland for family memorials that are a sustaining source of comfort to the living.

A Cemetery is a history of people - a perpetual record of yesterday and a sanctuary of peace and quiet today. A cemetery exists because every life is worth loving and remembering - always.

-Barre Granite Association

## The Cemetery Commission Annual Report 1997

1997 culminated in our successful acquisition of land for a new cemetery. After many years of searching and discussion we were given land by the Water Department. The transfer of approximately 10 acres of land which lies between Patten Road and Forge Village Road was approved at the Special Town Meeting in October. As an added bonus we were given 5 acres of land adjoining the existing Wright Cemetery with the town's approval of the purchase of the former Gould/Pickings farm. We are pleased that the town has recognized and met the need for more cemetery land. We feel that this land will serve the town's needs for, at least, the next one hundred years.

In order to serve the Town of Westford more effectively we published a booklet this year which simplifies the rules and regulations for the town cemeteries. This is available at the cemetery office or Town Hall. Call and we will be glad to send out a copy.

Our goal is to preserve the character and the history of the town's cemeteries while providing a dignified final resting place for town residents. To this end this year we have continued to repair, reset, and right headstones and repair curbing. Thanks to some great detective work the headstone for James Bunce killed in 1842 was returned to his resting place in Fairview Cemetery. Our superintendent Paul Baxendale cares for the five current cemeteries comprising a total of approximately 20 acres: Fairview; West Burying Ground; Hillside; Wright; and The Pioneer Burying Ground. We hope the new cemetery will open within 12-18 months. This year we have had 30 full burials and 10 cremations. The Cemetery Department operates under Chapter 114 of the Massachusetts General Laws.

In the past two years we have lost two long time cemetery commissioners. Barbara Greenslade who followed in her father's footsteps, as a commissioner, retired after 7 years. Brian Vaughn who served as a commissioner for 18 years, died of cancer. We are thankful for their years of tireless service.

A wonderful discovery was made by Marilyn Day at the New England Historical & Genealogical Society. She found a book by Pearl Hildreth Parker called "Westford Epitaphs" dated 1907. Copies of the book were generously made and paid for by the town library. Copies of the book are available at the library, the town museum, and the cemetery office at Fairview. This will be an invaluable tool for genealogical research and an aid to inform us of missing or damaged stones.

We conclude the year looking forward to serving the Town of Westford better in every way.

Respectfully Submitted,  
The Cemetery Commissioners,  
Karen Ann Campbell, Chair  
Frederick W. Healy  
Andrew Bergamini

### Report of the Tree Warden

We were busy so far this winter with a lot of damage from the last storm. There have been quite a lot of tree damages and many dead trees have been taken care of along our roadside.

I can foresee a lot more work to be done. My assistant and I try to handle all calls in a timely fashion, however due to budget constraints some work has to be put off until new budgets are approved.

I do wish to thank Chip Barrett and the Highway department for their help, as the tree department does not have any equipment.

Respectfully  
Carlton Rooks  
Tree Warden

Chester Cook  
Assistant Warden



# BOARD OF HEALTH

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## 1997 ANNUAL REPORT

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In 1997, the Board of Health was able to meet the demands of a growing population. In both the environmental and health services area, the Board and its agents have responded to changes in service requirements brought about by several new concerns.

Town Meeting approved a warrant article enabling Westford to borrow funds from the Massachusetts Water Pollution Abatement Trust for a Septic Abatement Program. This program has been approved and we are now awaiting funds. Also, Town Meeting adopted two revised bylaws (Water Resource Protection and Hazardous Materials Bylaws) which were proposed by the Environmental Task Force of the Master Plan Implementation Committee. The Board has continued to work with this Committee in carrying out the environmental proposals put forth by the Town's Master Plan.

In the area of health services, the Board has adopted revisions to the town's Tobacco Control Regulation and has entered into a new contract with the Massachusetts Department of Public Health for a three-year refunding of our tobacco program.

Kevin Johnston, our Director of Environmental Services, has resigned his position with the Board of Health after 9 years of service to the Town. We wish him continued success for the future. The Board has appointed John Casey, Registered Sanitarian, as Acting Director of Environmental Services.

Following the election in 1997, the Westford Board of Health voted to organize as follows:

Louis Ashley, Chairman  
Anthony Gemmellaro, Vice Chairman  
Kevin McCusker, Secretary  
Joseph Guthrie, Member  
Patricia Newell, Member

The Board of Health is supported by the following full-time positions:

Director of Environmental Services  
Director of Health Care Services/Town Nurse  
Board of Health Secretary

The Board of Health is also supported by the following part-time positions:

Substance Abuse Services Coordinator  
Tobacco Control Coordinators (2)  
Food Inspector  
Dental Hygenist  
Animal Control Officer  
Assistant Animal Control Officer  
Stable Inspector

*Respectfully Submitted,  
Louis Ashley, Chairman*

## ENVIRONMENTAL SERVICES

*John J. Casey, R.S., Acting Director*

Residential development continued to comprise the majority of our permitting activity in 1997. There were 175 new housing starts during the year, as well as 86 existing sewage disposal systems which needed repair. Some of the larger subdivisions we are involved with include Greystone Estates; Vineyard Estates; Beaverbrook Estates and Westford Manor Estates.

This year, in response to the controversy surrounding the new Title V, the Board of Health applied to the Department of Environmental Protection for financial assistance to aid low and moderate income residents who must repair their septic systems. The funds have been approved, and once they become available we will make known the terms and application process.

The food service inspection program continues to be a priority for the Board of Health. Pamela Ross-Kung and Susan Ford have continued to provide important information and training to our food service establishments, insuring compliance with all State and Federal Regulations.

In addition to existing services, we are developing new programs and policies which will ensure the protection of Westford's water resources and environment.

I would like to take this opportunity to recognize Kevin Johnston, who has resigned as Director of Environmental Services, a position he had held since 1988. Those of us who have had the pleasure of working with Kevin realize what he has done for the Board of Health over the years, and will miss him professionally as well as personally.

We wish Kevin the best of luck in all his future endeavors.

## HEALTH CARE SERVICES

*Sandy Collins, R.N., B.S.N., Director*

In 1997, we continued to promote high quality health care programs designed to focus on protecting the health of Westford residents.

Now in its second year, our Hepatitis B program offered free immunizations to students in Grade 6 and substantially discounted immunization for students in grades 7-12 and adults. Since our program's inception, 1,100 Westford residents have received this important vaccine.

Over 800 residents attended our educational programs this year. Seminars covered topics from diabetes, headaches, and pediatric discipline to instruction for students on AIDS, substance abuse, sexually transmitted disease and breast and testicular cancer awareness.

One significant new development in 1997 is the association we formed with the new Emerson Hospital Health Center. This new association will provide access to a greater number of speakers and a new seminar site for future programs.

As we have done for several years, the Board of Health continued to provide disease prevention and health promotion programs to residents and Town employees. Among these programs are cholesterol and hypertension screening, flu and pneumonia immunizations, mammogram and PAP clinics and tuberculosis testing. We investigate all reported incidents of communicable diseases and visit the

homebound who require supervisory visits for health-related matters. You can now view the complete list of services and programs we offer by accessing our new web page at [www.westford.com](http://www.westford.com).

The Board of Health contracted the services of registered dental hygienist Linda Prescott, for the school dental program. Linda provided dental cleanings, screenings, and fluoride treatments to students in grades 2, 4 and 6. She also offered dental cleaning to students in Kindergarten and grades 1 and 3 (see statistics on student participation and referral to area dentists to the end of this report).

Our tobacco program, which was re-funded for three years after submitting a proposal for a grant to the Massachusetts Department of Public Health, is expertly staffed by Assistant Program Director Mary Brush and Community Coordinator Pat Yetman. Together they have done an outstanding job accomplishing the program's goals of preventing youth from smoking, reducing the numbers of smokers, and limiting the effects of second-hand smoke.

In addition to enforcing Westford's tobacco regulations in public buildings and work places, we provide the following services and programs:

- educational programs within the schools and community
- policy development
- merchant training
- youth compliance checks
- free smoking cessation classes

Our fourth annual Smoke Free Health & Safety Day, attended by nearly 3,000 people, was held in coordination with the Fire and Police Departments was held in September. By encouraging an event jointly sponsored by other departments, we avoided duplication of effort and pooled our resources to provide one larger and better event for Westford's families, while providing valuable health and safety information.

Joe Greene, our Substance Abuse Services coordinator, has remained very busy, providing a wide range of excellent preventative and direct services. A number of employees used the Employee Assistance Program in 1997. This service allows for confidential and appropriate referral services for those struggling with difficult situations.

Joe submitted a proposal to the Governor's Alliance Against Drugs for an alternative student treatment program that may be offered in place of the existing disciplinary process. For Joe's proposal, we were awarded a \$5,000 grant. Joe also wrote newsletters, arranged for educational presentations, and developed a web page ([www.westford.com](http://www.westford.com) "Ask Joe Greene") that allows readers to anonymously request information or other support concerning alcohol and drug issues.

The Board and I would like to express our sincere appreciation to all volunteers, town departments, dentists, physicians, service organizations, school nurses and administrators, the Council on Aging, and local businesses for their invaluable assistance. We recognize that without their time and financial assistance, we could not offer as many programs and services.

We will continue to strive to offer a comprehensive range of services and programs to make Westford the healthiest community it can be.

## ANIMAL CONTROL

*Joseph Lamb, Animal Control Officer*

The Animal Control Department was extremely active in 1997. In addition to responding to hundreds of emergency calls, Animal Control Officer Joe Lamb and Assistant Animal Control Officer Judi Bassett also spent countless hours with residents, mediating resolutions regarding animal-related problems among neighbors.

1997 proved to have a very high skunk population in this area, resulting in numerous unpleasant encounters with residents.

The Animal Control Department did their best to minimize the risk of animal / human exposure by responding to any and all calls for what appeared to be sick wildlife. The Animal Control Department also provides for animal inspection services.

The Town of Westford contracts out Animal Control Services to the towns of Tyngsboro and Dunstable, and is presently negotiating with the Town of Carlisle.

## *Communicable Disease Statistics*

<u>DISEASE</u>	<u># OF CASES REPORTED</u>
Chicken Pox	49
Campylobacter	5
Giardia	8
Salmonella	5
Hepatitis A	1
Hepatitis B	1
Pertussis	1

## *Dental Program*

<u>SCHOOL</u>	<u># OF PARTICIPANTS</u>		<u>REFERRALS</u>			
	<u>Screening</u> (Grades K, 1, 3& 3)	<u>Cleaning/Fluoride</u> (Grades, 2, 4 & 6)	<u>Cavities</u>	<u>Orthodontic</u>	<u>Sealants</u>	<u>Hygiene</u>
Abbot	40	27.....	10	27	19	15
Blanchard	0	19.....	-	3	3	11
Day	59	14.....	3	13	10	21
Nabnasset	104	31.....	4	24	17	14
Robinson	133	33.....	11	41	45	30
<b>TOTALS</b>	<b>336</b>	<b>124.....</b>	<b>28</b>	<b>108</b>	<b>94</b>	<b>91</b>

## *Clinic Data*

<u>SERVICE PROVIDED</u>	<u># OF RESIDENTS SERVED</u>
Flu Inoculations	1992

Pneumonia Inoculations	157
Tuberculosis Testing	32
Immunizations (MMR, Td, Gamma Globulin)	270
Hepatitis B Inoculations	1206
Hypertension Screening	898
Home Visits	53
Lead Screening	10
Cholesterol Screening	29
Mammogram Screening	30
Well Child Clinics	7
Pap Smear Clinics	6

### *Permit & Services Receipts*

The Board of Health received moneys for permits issued and services provided in 1997.

<u>TYPE OF PERMIT ISSUED</u>	<u>AMOUNT RECEIVED</u>
Sewage Disposal Works (Septic) Permits	\$18,650
Installer's Permits	3,500
Hauler's Permits	950
Lot Testing Permits	14,400
Food Service Permits	6,455
Frozen Dessert Permits	20
Pump Permits	725
Well Permits	680
Beach Permits	300
Pool Permits	200
Stabling/Piggery Permits	20
Camping/Hotel/Motel	100
Tanning Permits	100
Tobacco Sales Permits	1700
Massage Therapist Permits	540
Massage Establishment Permits	450
	<u>\$48,790</u>

<u>ADDITIONAL RECEIPTS</u>	<u>AMOUNT RECEIVED</u>
Cholesterol Screenings	\$ 203
Immunizations (including Hepatitis B)	5,048
Lead Testing	54
Dental Screening	550
	<u>\$ 5,855</u>

## COUNCIL ON AGING

### CAMERON SENIOR CENTER

The Westford Council on Aging is located at the ADA handicap accessible former Cameron School, 20 Pleasant Street, now named the Cameron Senior Center. If you have not had the occasion to visit us, please drop in. We opened our doors in June 1994.

### PURPOSE

The Council on Aging (COA) was established on March 11, 1967, pursuant to Chapter 40 Section 8B of Massachusetts General Laws to provide services, advocacy and information to improve the quality of life for all Westford residents who are 60 years of age and older. The COA is appointed by the Board of Selectmen.

### MISSION

The mission of the Westford COA is to promote the physical, emotional, and economic well-being of older adults, and to promote their participation in all aspects of community life.

### FACILITY

The Cameron Senior Center is a community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community. Cameron is shared by the entire community for the human service needs. The eight classroom facility is supervised, scheduled and maintained by the Director of Elder Services.

### STAFFING

The Council on Aging regretfully accepted the resignation of board member Jerry Berkowitz this year. We wish him well in all of his endeavors.

Presently the Council on Aging has two Town supported employees: a full-time Elder Services Director and a half-time Senior Aide. Joanne Sheehan completed her fifth full year as Elder Services Director. Livia DeMarino has been our exemplary Senior Aide for fourteen years. The Senior Center has three part-time employees supported by the Town. Gene Salovitch, custodian and maintenance person, has taken Cameron into his capable hands and done an outstanding job. Marjorie Hunter is in her third year on our staff as the receptionist. Marjorie is a tremendous asset offering word processing at the senior center along with bank deposits, program registrations, statistic compilation and coordination of various activities at the senior center. Miriam O'Connell joined our team in July as the afternoon receptionist. Miriam, a former volunteer, assists with accounts payable, bus trips and word processing.

Kathleen Brown and Gladys Workman resigned their positions after three years as members of the elder service staff and were part-time senior aides funded by a federal program, administered by Elder Service of the Merrimack Valley. Gertrude Membrino,

an active volunteer, completed her second year at the front desk with general information and referral duties from the Elder Service Corp volunteer program.

June Levasseur is in her third year as manager of the meals on wheels and congregate lunch program. Roland Tousignant, a familiar face at Cameron as the site aide at the Nutrition program, resigned from his official duties; but he and his wife Loretta remain active volunteers. Janice Black took over as the meal-site aide for the Merrimack Valley Nutrition program. Richard Bennett came on board as the nutrition assistant and performs various tasks for the center, which are funded by an Executive Office of Elder Affairs formula grant. Viola Healy and Mary Sudak are outstanding meals-on wheels drivers. Pamela Ricard has stepped in to compliment the terrific meals-on wheels staff.

Mary Jensen is filling the newly funded position by the Executive Office of Elder Affairs as the hostess at Cameron. Hazel Evans has continued on as a volunteer providing birthday greetings from the White House to those who have reached their eightieth birthday and every five years thereafter.

Our senior companion program is federally funded by Community Teamwork, Inc. and provides us with the service of Ena Hopkins, Margaret Tebbetts and Millie DeMattia. These ladies are a vital link to the community for the many people they serve. Senior Companions do a fine job visiting and communicating with homebound elders in Westford.

Foster Grandparents provide services to children in the Westford Schools. Our five Foster Grandparents are Irene Diette, Laurette Simard, Sabina Coleman, Mary Nugent, and Irene Sylvian. Twelve elders donated hours to the Retired Senior Volunteer Program, serving Westford Rehabilitation and Nursing Center, Cameron Senior Center, Chelmsford Senior Center, and the Merrimack Valley Nutrition Program.

SHINE certified volunteer Dorothy Hall and COA Director Joanne Sheehan continue to provide elders with one-on-one counseling specific to Medicare, which may include filing a claim of appeal, providing referral information, identifying additional public benefit programs on the clients behalf, and directing clients to appropriate agencies. Dorothy is the ultimate in volunteers, who, along with Joanne, do the intake application on all Town of Westford fuel applications and CORI checks on all new employees and volunteers who will be in contact with an elder.

Money Manager Lynne Gill is certified and trained as a volunteer to provide free service to assist low-income elders who are having difficulty writing checks and managing their money. Money managers are bonded and can be used as a bill payer service or representative payee service.

Tax Counseling continues to be provided to the Elders in Westford by the dedicated volunteer Everett Clement and his assistant Al Lehman. Everett and Al are available to assist you during the months of January through April.

The Elder Service Director can assist elders and their families in referring them to services offered through the COA. Such referrals can include:

- \* Home Care Services: to assist older adults to remain in their own home. Eligibility guidelines are based on age, need and financial circumstances. Services include: case management, chores, emergency shelter, homemaker, home health aide, personal care and protective services.
- \* Adult Day Care: Includes adult day health and social day care.
- \* Alcohol Treatment
- \* Alzheimer's Disease
- \* Suicide Prevention
- \* Nursing Home Placement
- \* Hospice Programs
- \* Parkinson Support Group
- \* Bereavement Group
- \* Caregiver Support Group

## HUMAN SERVICES

The following human service programs may be accessed through the Director of Elder Services for the entire community.

- \* Fuel Assistance
- \* Food Pantry
- \* Government Surplus Food
- \* Holiday Baskets
- \* Respite Care
- \* File of Life
- \* Medical Equipment Loan
- \* Money Management
- \* Pharmacy Assistance
- \* Eldercare Fund
- \* Tax Work Program
- \* Transportation

## NUTRITION

The COA sponsors the following programs:

- \* Congregate Meals: congregate meals are available five days a week at the Cameron Senior Center. The cost is \$1.50 per meal, and you must call two days in advance. The number is 692 - 4480. June Levasseur is the on-site manager of the Merrimack Valley Nutrition Project. Every Friday is now soup and sandwich for a \$2 donation.
- \* Home-Delivered Meals: this program is federally funded to provide hot meals, five days a week, to homebound elder Westford residents. A limited number of weekend frozen meals are available. Cost is \$1.50 per meal, call the Senior Center for more information and referral.
- \* Food Pantry: no requirements to be met to receive food. The sole purpose is to help any family or single person in need. Food Pantry hours for pick

up are 3rd Monday 1 - 3:30, 3rd Wednesday and the 3rd Thursday 8:30 - 11:30.

- \* A United Way grant provides an additional bag of groceries to 67 Westford elders once a year.
- \* Holiday food baskets are provided to eligible Seniors through the generous support of St. Catherine's, Westford Police Association and many local businesses, residents, churches and youth groups.
- \* The Kiwanis hosted a St. Patrick's Dinner for Seniors at the Cameron Senior Center, along with two cookouts.
- \* The Women's Club baked for the Holiday Tea and the Westford Chorus entertained.
- \* Newcomers and Friends baked for the volunteer recognition reception.
- \* American Legion Post 159 and the Firefighters auxiliary hosted a ham & bean supper at the Franco - American Club, and a cookout at Cameron.
- \* A cookout was generously hosted by Senator Panagiotakos at Cameron.

## HEALTH

The following health services are available to Westford elders:

- \* Adult Maintenance Clinic: 2nd Tuesday of every month at Roudenbush Community Center.
- \* File of Life Kits: available from the Senior Center and funded by the Westford Police Association.
- \* Well Elder Clinic: sponsored by the Lowell Visiting Nurse Association - at elderly housing on the second Wednesday of the month from 2-4 PM and Cameron on the fourth Wednesday of the month 8 - 10 AM.
- \* Flu and Pneumonia Vaccines: available in the Fall.
- \* Hearing Tests: available the 2nd Tuesday of every month at Roudenbush.
- \* Podiatry Clinic: 3rd Wednesday of every other month at Cameron; appointments are necessary.
- \* Medical Equipment: the Senior Center has available for borrow such items as wheelchairs, walkers, commodes, canes, crutches, hospital beds, etc.
- \* SHINE counseling
- \* Geriatric Assessment
- \* Respite Care

## CAMERON SENIOR CENTER ACTIVITIES

The Senior Center offers the following activities:

- \* Speakers: guest speakers address topics such as the health care proxy, financial planning, estate planning, homestead act, fitness, etc.
- \* Activities: bridge, aerobics, strength training, T'ai Chi, ceramics, bingo, pool tables, movies, whist, country line dancing, investment club, train club, painting, library, drop-ins and other similar activities on an on-going basis.

The Westford Community Food Pantry, which is housed at the Senior Center, is available to all Westford residents. Food Pantry volunteer JoAnn Simon resigned from the Executive Directors position and a new volunteer is needed to step forward. The pantry volunteers also deliver groceries to the Westford homebound. Thanks to the hard work of volunteers Mary Gallant, Gail Lorden, Phyllis Lafrey, Patricia Stacey, Joann Moulton, Sarah Duffy, Grace Basner, Tom Fletcher, Pat Gallo, Linda Maguire, Richard Severyn, Norman St. Onge, Annette Cerullo, Elwin Bagley, Chuck VanLandeghem, Linda Newhard, Antoinette Cairns, Hazel Evans, Mary Galgano, Maureen Lee, Dawn Casati, Beverly Larson, Cyril Pipan, Chet Sienkiewicz, Barbara and David Gullage, and the Westford Newcomers and Friends. The Kiwanis, along with local businesses and residents, have given tremendous support to the Food Pantry. A Project Bread grant was approved to continue to meet the food pantries increased demand. Thank you to all of the volunteers who pick up and deliver the donated food, along with the staff who continue to pitch in wherever needed. A Project Bread grant has been applied for to continue to service our needs, and USDA food has returned to Westford and is available to the income eligible.

The Council on Aging administers a Senior Tax Work Program for the Selectmen. This program enables a limited number of Westford Seniors to give of there special talents a maximum of 100 volunteer hours to the school or Town and in return they receive a \$500 credit on their tax bills. Applications are available at the Cameron Senior Center.

Formula Grant funding from the Executive Office of Elder Affairs has provided us with funds to enhance our nutrition services and postage for our monthly newsletter, along with the Senior Center hostess. The Massachusetts Cultural Council funded the entertainment for our annual Gay 90's luncheon, the entertainment at our second volunteer recognition party, and the funds to promote our art classes. We have secured a grant from the Cultural Council for next year in the area of Arts and entertainment. A \$1 a year lease was entered into with the Lowell Regional Transit Authority in December to provide the Council with a van to transport elderly and disabled. Our collaboration with Elder Services of the Merrimack Valley, Chelmsford Harvard Community Health, and the Chelmsford Senior Center, in the SMART volunteer senior transportation program, remains active. Officer Ray Peachy provided the DARE van with driver Victor Neal for senior shopping transportation.

## OUTREACH

One of the primary functions of the COA is to assist elders with problems, questions and difficult situations. The Council has an Elder Services Director, Senior Aide and volunteers who can provide assistance, information and referral services to elders needing help with social security, insurance, housing, public assistance, nutrition, transportation, fuel assistance, etc. Outreach assistance may be obtained by calling or visiting Cameron Senior Center. Home visits may be arranged by appointment.

## REFERRAL

## LONG RANGE PLANS

The COA completed the rehabilitation of the former Cameron School into a Senior Center. In 1997 the Cameron Senior Center parking lot was expanded. A lease was entered into with the Lowell Regional Transit Authority (LRTA) for a Council on Aging van which will transport elders and the disabled in Westford. Thank you to Westford resident William Kavanagh, the town's representative to the LRTA, for his assistance in obtaining the van. Future plans include the Council addressing Outreach, landscaping, Cameron roof, and minor exterior and interior senior center enhancements.

## THANK YOU

The COA remains dedicated to addressing the needs of the elderly in Westford. In addition to the staff the COA would like to thank those individuals who have volunteered their services to the Council on Aging. We would also like to express our thanks publicly to the following Town Departments and Committees along with all the Clubs, Organizations and Businesses for their continued support and cooperation: Fire, Health, Highway, Library, Police, Recreation, Recycling, Roudenbush, Schools, Selectmen, Town Manager and Water. American Legion Post #159, Scouts, Elks, Franco-American, Veterans Post #6539, Friends of the Cameron Senior Center, Golden Age, Hidden Valley Home and Garden Club, Women's Club, Kiwanis, Lions, LRTA, Newcomers & Friends, Westford Garden and the Cultural Council, St. Catherine's, St. Marks United Methodist and First Parish Churches, Banks, Representative Geoff Hall and State Senator Steve Panagiotakos. Thank you each and everyone. Without the help of organizations, Town Departments and individuals aforementioned, we would be unable to furnish the many services available to the seniors of Westford.

Respectfully Submitted.

Joanne Sheehan, Elder Services Director

The Council on Aging

Helena M. Crocker, Co-Chairman

Mary E. Smith, Co-Chairman

Judy Bartlett, Vice Chairman

Robert Tierney, Secretary

Willis Buckingham

Cecilia Healy

Richard McNeil

**Department of Veteran's Services  
Town of Westford  
55 Main Street  
Westford MA 01886**

**Joseph H. Greene  
Veterans Agent**

Mandated by Chapter 115 of the General Laws of the Commonwealth of Massachusetts, the Town of Westford provides services and benefits to veterans and their dependents. For FY 1997, \$ 21443.78 was expended on financial and medical assistance to eligible veterans as authorized by the State Office of the Commissioner of Veteran's Services. Four individual cases were opened during this time and an average of three remained open monthly.

The Veteran's Service's office offers burial assistance, job programs referral, housing assistance, and food and fuel assistance. The local American Legion, Veterans of Foreign Wars, and Disabled American Veterans organizations provide invaluable and complementary support to the office.

A focus during the coming year will be (1) continued support for the needs of local veterans and (2) the initiation of a local enrollment process that allows the town to routinely identify and acknowledge those who have served in the Armed Forces. As in the past, the contributions of the Selectmen, the Town Manager, and other members of the community are key to the ongoing support of Westford's service veterans.

## WESTFORD HOUSING AUTHORITY

### Report to the Town

1997

The Westford Housing Authority (established in 1971) is the local body responsible for the expenditure of State and Federal housing grants. We currently own and manage 48 units of elderly housing at 65 Tadmuck Road, 25 units of elderly at 7 Cross and 7 Church Streets (Sargent School), and six units of low income rental family housing, also located in Graniteville. Our housing programs are subsidized by the Commonwealth, requiring no monetary contribution from the Town.

The Board of Commissioners of the Housing Authority is made up of four commissioners who are elected by the town and one who is appointed by the Governor. Length of term is five years. In the May town election, Ms. Susan Cornwall was elected to a five year position on the Board.

At the annual restructuring meeting of the Housing Authority Board of Commissioners held in June, 1997, members were elected to the following positions:

Muriel Drake, Chairperson  
Carol Engel, Vice Chairperson  
Maria Hamer, Treasurer  
Susan Cornwall, Asst. Treasurer  
Phyllis Koulouras, Member

After an unexpected move to Texas, Ms. Cornwall resigned from the Board and in September, Mr. Bob Ferreira was appointed to fill the position.

In the Spring, the Housing Authority underwent a management review by the Department of Housing and Community Development and the semi-annual audit by the State Auditor's office. Both evaluations revealed that the Housing Authority is being managed efficiently and in conjunction with all State regulations.

In June of 1997, the development of our special needs housing began. Although the project had been planned for a piece of land owned by the Housing Authority on Groton Rd, the Board of Commissioners agreed to a request made by the Selectmen, to evaluate an alternate site located on Line Road for the project. By the end of the year, the Line Road site appeared to be satisfactory for our needs and the design phase of the project was begun.

Maurice Marcouillier, a long time maintenance employee of the Housing Authority, passed away unexpectedly in October of this year. Moe was remembered for his contributions to our housing programs at a gathering of the Commissioners, Staff and Tenants held in December. Mr. Frank Bottomley was hired to fill this position.

The Housing Authority in a collaborative effort with Mass Electric, and State and Local Officials, received a donation of 46 new refrigerators as part of Mass Electric's multi-family retrofit, energy conservation program. The new appliances will be used at our 65 Tadmuck Road housing complex to replace the original units installed over 24 years ago. The Commissioners are extremely grateful to the "Team Westford" volunteers who remodeled the cabinets to accommodate the new refrigerators.

As we do every year, the Board and Staff of the Housing Authority wish to acknowledge and thank the many individuals, Veterans' groups and service organizations of Westford who have given so much of their time and resources to make the lives of our residents that much more enjoyable. We would like to express a special thank you to the individuals and organizations who have donated American flags to fly over our housing complexes.

Respectfully Submitted:

**WESTFORD HOUSING AUTHORITY**

Muriel Drake, Chairperson

Carol Engel, Vice Chairperson

Maria Hamer, Treasurer/State Appointee

Robert J. Ferreira, Member

Phyllis Koulouras, Member

Christine G. Pude, Secretary and Executive Director



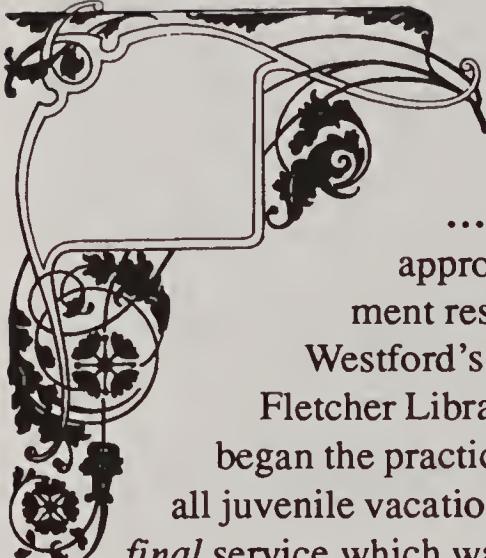
**"WESTFORD HO!"**

**"HE WAS SINGIN' THIS SONG!"**

**TEX  
J. V. FLETCHER  
LIBRARY  
ANNUAL  
REPORT,**

**1997**





## WESTFORD HO!

...the theme of the 1997 juvenile Summer Reading Program seems the appropriate theme as well of this Annual Report, as the Library department responds to town growth and the increased demands for service — Westford's evident "manifest destiny." The year was "rip-roaring," as the J. V. Fletcher Library again experienced new heights in usage and circulation, and began the practice of double-booking performers to allow the public to avail itself of all juvenile vacation offerings. The May 1997 Annual Town Meeting voted to fund the *final* service which was cut in 1993 — the restoration of Sunday hours — with the result that Calendar year 1998 sees the library open seven days a week January - April (Sunday hours: 2:00 - 5:00PM). February 1997 marked the two-hundredth anniversary of the town's Social Library — an anniversary irreverently marked by the *Mardi Gras Murder Mystery*. This fun-filled evening brought to a close almost two full years of Library celebration, as the department commemorated, "100 years...200 years...Minds for the Millennium."

## THE GIRL I LEFT BEHIND ME.

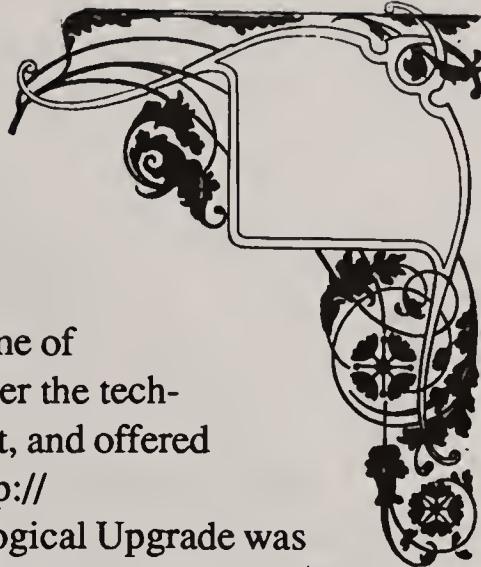
Preserving what was "left behind" of the town's and library's heritage was a theme of 1997, with the library receiving an LSTA Preservation Program Grant to conserve the 1896 *Visitor's Register Book* (initiated at the 1896 Library Dedication and used throughout the 1950's); a sizeable collection of historic photographs, and; the *Lowell Morning Citizen's* coverage of the J. V. Fletcher Library Dedication in its June 5, 1896 edition.



This grant was preceded by an L.S.C.A.-funded Preservation Survey and environmental monitoring program, and resulted in a renewed commitment to Local History and Preservation. Trustees approved the enactment of a Preservation Action Plan, a *Special Collections, Access, Usage and Handling policy*, and, with the promotion of Virginia Moore to Local History/Genealogy Specialist funded her on-going participation in the New England Document Conservation Center year-long preservation seminar. Conservation of the town's unique and rich historic heritage continues to be a priority of the administration and the Board of Library Trustees, as cataloging, inventorying and sensitive conservation continue. The Library Services Technology Act (LSTA) is a federal program administered in Massachusetts by the Board of Library Commissioners, the state agency which develops and improves library services throughout the Commonwealth. LSTA funds are appropriated by Congress and the President in order to stimulate excellence in library service and promote access to learning and information resources for all individuals.

## **EVERYTHING'S UP-TO-DATE IN KANSAS CITY,** Rodgers and Hammerstein.

Embracing the future and new technologies continued to be a theme of 1997, as the J. V. Fletcher Library expanded its Web presence under the technological artistry of Head of Circulation/Automation Darrell Eifert, and offered first part-time, then round-the-clock graphical Internet access. (<http://www.ultranet.com/~varnum/library.htm>). Phase One of a Technological Upgrade was funded by the Town, allowing conversion to a hub and router technology, and the installation of category five wiring for a future migration to an all-PC environment. Mr. Eifert worked to successfully automate the Meeting Room booking and Personnel calendars, as well as to automate features of the Inter-Library Loan process. Meanwhile, Administration continued to automate Office and Accounting functions, and attended Microsoft workshops with a resultant increased efficiency. Head of Technical Services Catherine Carroll oversaw the conversion of all CD, video and audiobook formats as groundwork for a future inventory. Serials Librarian Suzette Jefferson served on the MVLC Web Browser Task Force, and all staff continued to supplement their technical skills with professional development opportunities.



## **WHOOPEE TI-YI-YO, GET ALONG LITTLE DOGGIES.**



The Fletcher Library staff herded home kudos and prizes, as they returned from the Massachusetts Library Association Conference with *five* Public Relations awards. T.G. Brennan and the Information Services staff, Assistant Director Linda Schreiber and Darrell Eifert won **Third Place** and “**PR for Pennies**” for their series of Pathfinder

brochures, while Head of Youth Services Heidi Zeibig won **First Place** for the “**Readers of the Roundtable**” Summer Reading Program. Eifert won **Second Place** for the J. V. Fletcher Library Website, and together Eifert and Director Ellen Rainville won an **Honorable Mention** for the 1995 Annual Report. With professional literature showing that fiscal support is strongly associated with an active Public Relations program, the Fletcher Library continues to strive to achieve its Mission Statement of both “being in the vanguard of professional library service” and of “attracting and leading the community into informational, cultural and technological literacy in a warm and welcoming public setting.”



## **BLOOD ON THE SADDLE.**

And calumny and calamity in Cajun country — as well as jambalaya, jazz and justice — as the Friends of the J. V. Fletcher Library, Inc. and the Board of Trustees jointly hosted the February *Mardi Gras Murder Mystery!* A Cajun Cocktail Party-cum-Corpse, many thanks goes out to the following cast of characters who brought the “Big Easy” and “Bayou Intrigue” to the Fletcher Library: **Tex, the Tabasco Tycoon** (Jeff Chelgren, Director of Land Use Management); **Huey “Cigarbutt” Large** (Chip Barrett, Superintendent of Streets); **Porque Prudhomme** (Noel D. Rainville); **Shrimper Gumbo** (Peter Fletcher, Planning Board); **Inspector Sans Clue** (Rep. Geoffrey Hall); **Miss Tara** (Leslie Thomas, Water Commissioner); **Velda the Voodoo Queen** (Harriet Layden, President of the Friends), and **Billy Lullaby, Bluesinger** (Barbara Carey, Recycling Commission). These notables — ever populating that supermarket tabloid, the “*Vieux Carre Voyeur*” — assembled at the Chez Emile restaurant where the plot thickened (just like gumbo) and the proceedings reached fever-pitch (just like jazz...) till MURDER was the result! Many thanks to the participants and perpetrator, who made this a memorable “FAT TUESDAY!”

## **I RIDE AN OLD PAINTER.**

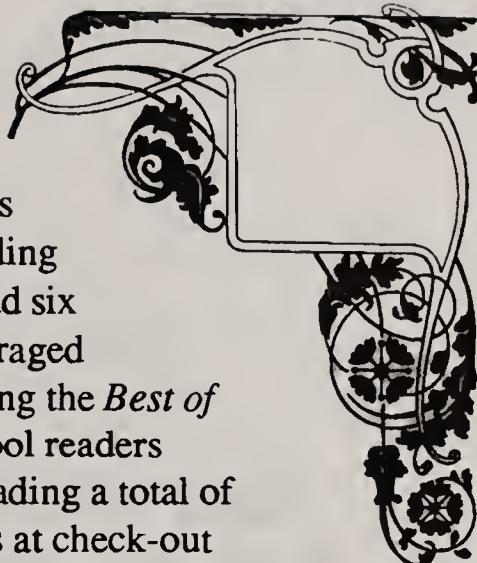
Special recognition was made this year of staff who have been “on the trail many a mile...” Both Director Ellen Rainville and Head of Technical Services Catherine Carroll were honored by the Board of Trustees after celebrating twenty-five years of service to the Town of Westford and the J. V. Fletcher Library in June 1997 and September 1997 respectively. Bookmobile Coordinator Maureen Barry, as well, celebrated fifteen years of library commitment and personalized Bookmobile service.

Volunteers Mary Cohen, Gertrude Houghton and Jeff Mack contributed over 200 hours of service, with volunteers Lucien Pepin and Gay Woodhams each volunteering over 150 hours. Across 1997, the library was the beneficiary of the able work of five Seniors who participated in the Senior Citizen Work Tax Program. Altogether over 25 volunteers are to be thanked for their combined 2,065 hours of volunteer library service.

## **TEN THOUSAND CATTLE.**

Actually, over 14,000 adults and youngsters attended scores of thematic programs and performances coordinated or crafted by library staff in 1997. From the Massachusetts Cultural Council’s grant funding of “Stories for Snowy Days” through the Black History Month offerings of Anansci’s Magic Bag and Brer Rabbit Trickster Tales, to the Women’s History Month offering of Addy Walker American Girls’ Tea Parties, hundreds of youngsters and adults enjoyed a year of cultural diversity, exploration, and fun. April’s Earth Week brought Animals of the Rainforest, the Tale of Peter Rabbit, and Art Songs for Children, while National Poetry Month heralded local poetess...June Philomena. It was the “Wild West” and

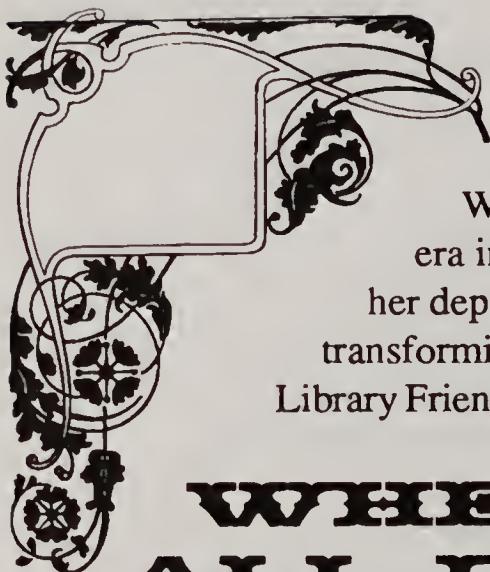
buckaroo programming as the J. V. Fletcher Library unveiled the Summer Reading Program Theme "Westford Ho!" Gold was certainly "found in them thar' hills," as collectively elementary and pre-school youngsters read 1,627,654 pages across the summer. Research demonstrates that in order to retain the reading ability exhibited at school year's end, the average student must read six books over the summer months. Westford's young population averaged reading over 850 pages each, with Norman E. Day students winning the *Best of the West* trophy for a total of 410,438 pages read! Nabnasset School readers earned the Junior Trophy — donated by Earthscape and Lawn — reading a total of 297,701 pages. Books were as prevalent as prairie grass, and lines at check-out stretched as far as the eye could see...and whether reading for K – 2, elementary schools or participating in the Young Adult program, the beneficiaries of the Library Summer Reading programs are the young individuals of today preparing for their own wild frontiers of tomorrow. For Young Adults, the theme was "Rock & Read" — this Young Adult nostalgic review of music of the decades netted more than 300 participants, who rocked and rolled through a record-setting number of pages (library circulation for July almost topped 30,000 volumes). The program culminated in the "Rock Hard Café" — a rockin' evening of fun, food, contests, dancing and song — where, yes, even ELVIS was spotted...



The library looked eastward with the Fall program "Dancing for Diwali" — an Indian festival of lights, dancing and culinary delights. Storytimes, Fathertimes, and Mother Goose Times introduced the youngest of library users to the pleasures of the written word...and finally, the year closed out with the memorable, magical "Midwinter Magic" by the Gerwick Puppets.

## **I'M GOING TO LEAVE OLD TEXAS NOW...**

What can we say about the Golden Girl who brought glitter and "sparkle class" to the J. V. Fletcher Library? In December of 1997, as we regrettably "said good-bye" to Heidi Zeibig, Head of Youth Services, it was clear that her glittering surface was golden professionalism and dedication to public library service through and through! Her HIGH STANDARDS and commitment to EXCELLENCE, coupled with her INDEFATIGABLE ENERGY and state-of-the-art programming helped mold, motivate and transform the face of Fletcher Library public service during her eight-year tenure at the J. V. Fletcher Library. Lest readers mistakenly believe that all was glamour and fun, what with the Pink Sphinx and the Yellow Submarine... Heidi brought a level of professionalism to her management as well her programming duties, participating in the 1992 Small Library Planning Process Committee, the department heads' Management Team, creating the groundwork for the Public School/Public Library Collaborative, contributing in 1996 to the Department Heads' Merit Pay Proposal, scheduling Cable TV Appearances, and overseeing India Nolen, student in Simmons College Masters in Library Science program in performing a semester's Independent Study on Children's Output Measures.



An INFORMATION SPECIALIST and BOOK EXPERT, Heidi brought her INTELLIGENCE to bear on a collection in need of sophistication. Always an Advocate for Children, Westford youngsters can be glad to have experienced a GOLDEN era in Youth Services transformation. We can be proud that, despite her departure from the J. V. Fletcher Library, Heidi plans to continue transforming professional library service, and continues to be a J. V. Fletcher Library Friend!

## **WHEN THE WORK'S ALL DONE THIS FALL...**

Sharing the wealth was in part the theme of 1997, as the Friends of the J. V. Fletcher Library President Harriet Layden and Director Ellen Rainville gave an inspirational talk to the aspiring Friends group of the Wilmington Public Library, and as staff professionals agreed to participate in the New England Library Association Mentoring Program for newcomers to the profession.

The Friends of the J. V. Fletcher Library underwrote an additional half-dozen free Museum passes to area museums, and launched the first, wildly successful Youngsters-only summer Booksale.

Director Ellen Rainville was elected to the position of Vice-President/President-Elect of the newly-formed Northeast Massachusetts Regional Library System – one of six in the state—and was appointed by the Board of Library Commissioners to serve on the statewide Library Video Task Force.

All in all, 1997 was an eventful year which continued to see an increase in library usage, new milestones in library sophistication, and on-going attempts to respond to the Community's demand for quality service.

## **THE LAST LONGHORN.**

The 1997 Annual Report of the Board of Library Trustees:

The Board of Library Trustees can report that the Library made considerable progress in 1997 in the realization of Goals and Objectives cited in "Library Development Plan." Significant progress was made on the Policy and Personnel Objectives, as well as on the Historic Conservation front. Director Ellen Rainville successfully applied for and received \$9,343.00 under the LSTA Preservation Program Grant, allowing historic conservation work on items unique to the J. V. Fletcher Library Dedication history, so important in this year of the 200th anniversary of the Town's Social Library.

The final step in service restoration was achieved with the May 1997 funding of January through April Sunday afternoon hours, while requests for growth-related Paging increases and

Inter-Library Loan staff were also funded. Investment in new technology continued with appropriations for a wiring and Reference Equipment upgrade.

Extraordinary expenses from Trust Accounts included an award from the Ellen Downey Rainville Continuing Education Fund to Chris Steinhauser for a Storytelling Seminar; as well the Trustees funded an additional computer and underwrote expenses related to the Mardi Gras Murder Mystery (co-sponsored with the Friends of the J. V. Fletcher Library). As a new service objective, the Board voted to assist in supporting former Trustee Richard Kenyon's proposal for "Link to Literacy," a Library-Based Literacy Tutoring Group.

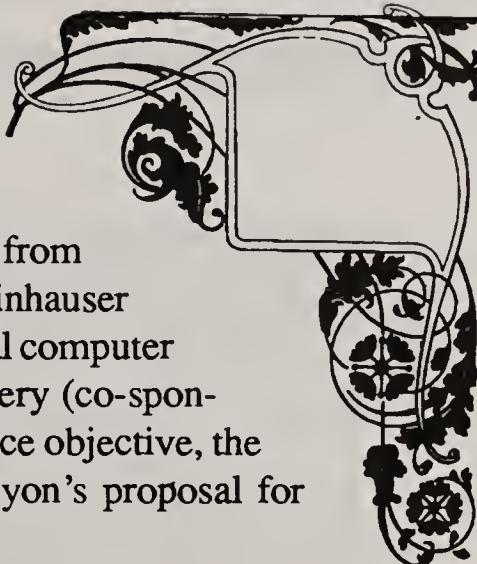
A great thanks is due to all the Volunteers participating at the Library under the Senior Citizen Tax Work Program as well as the 25+ Departmental Volunteers and shelfreaders whose civic dedication totaled over 2,065 hours of volunteer service. Those volunteers most due thanks are the Friends of the J. V. Fletcher Library for their ongoing support and enhancement of basic library service via the sponsoring of: free Museum Passes; funding of the Summer Reading Program and Holiday Programs; support of the Popular Video, Rental Book and Audiobook collections; the purchase of Equipment, Computers and Furnishings, and; support of the John Wagner Computer Room. A special collaborative thanks is due for the fun-filled Mardi Gras Murder Mystery – jointly hosted by Friends and Trustees.

A sincere thanks is due all the library staff for their continued dedication, program innovations and excellent public service. Special recognition goes to Maureen Barry, Bookmobile Coordinator, celebrating fifteen years of service, and to Catherine Carroll, Head of Technical Services and Director Ellen Rainville, both celebrating twenty-five years of service to the Town and the J. V. Fletcher Library. A special thanks goes as well to Heidi Zeibig, retiring Head of Youth Services, with deep gratitude for her very public dedication to quality library service. Staff are commended for their five Public Relations awards, garnered at the Massachusetts Library Association statewide conference. It is gratifying to receive this objective recognition of the quality of J. V. Fletcher Library programs!

Chairman Malik and the Board can point with pride to the final restoration of all services lost during the cutbacks of the early 1990's, and the promising positioning of the library for a secure and productive future.

Respectfully Submitted,

Mohammed A. Malik, Chair  
James Gozzo  
Doris E. Hathaway, Treasurer  
Veronica L. Otto, Secretary  
Paul J. Royte  
Charles O. Swanson



# LIBRARY OPERATING BUDGET

LIBRARY OPERATING BUDGET FY97			ACCT:6100.40	
QUARTERLY REPORT DATED: 7/11/97				
THROUGH WARRANT 97-55 (6/30/97)				
ORG	DESCRIPTION	APPROPRIATED	EXPENDED	BALANCE
51700	Uniform Allowance	\$ 510.00	\$ 930.00	\$ (420.00)
52006	Instate Mileage	\$ 850.00	\$ 1,266.14	\$ (416.14)
52009	Books & Subscription	\$ 12,000.00	\$ 14,888.06	\$ (2,888.06)
52011	Special Printing	\$ 2,500.00	\$ 1,867.76	\$ 632.24
52016	Office Supplies	\$ 3,300.00	\$ 3,163.12	\$ 136.88
52019	Postage	\$ 3,500.00	\$ 3,125.00	\$ 375.00
52026	Book Binding	\$ 200.00	\$ 50.00	\$ 150.00
52030	Equipment	\$ 600.00	\$ 2,801.27	\$ (2,201.27)
52031	Sundries	\$ 5,500.00	\$ 7,653.39	\$ (2,153.39)
52032	Telephone	\$ 1,295.00	\$ 2,192.00	\$ (897.00)
52047	Equipment Maint.	\$ 5,790.00	\$ 6,135.99	\$ (345.99)
52062	Electricity	\$ 24,200.00	\$ 24,590.98	\$ (390.98)
52063	Fuel Oil	\$ 18,540.00	\$ 11,712.62	\$ 6,827.38
52064	Water	\$ 615.00	\$ 459.96	\$ 155.04
52065	Equip. Maint. Agree.	\$ 1,300.00	\$ 628.74	\$ 671.26
52066	Cleaning Supplies	\$ 4,600.00	\$ 5,156.07	\$ (556.07)
52069	Postage Meter Rent.	\$ 275.00	\$ 273.00	\$ 2.00
52082	Gasoline	\$ 500.00	\$ 490.21	\$ 9.79
52144	Sewer/Septic	\$ 810.00	\$ 586.50	\$ 223.50
52145	HVAC Maintenance	\$ 2,200.00	\$ 2,352.69	\$ (152.69)
52149	MVLC Maintenance	\$ 26,381.00	\$ 26,381.00	\$ -
52150	Telecommunications	\$ 410.00	\$ 509.65	\$ (99.65)
52151	Bonds	\$ 430.00	\$ 364.00	\$ 66.00
52152	Fire Prevention	\$ 1,400.00	\$ 1,872.40	\$ (472.40)
52153	Audio Visual	\$ 12,281.00	\$ 10,387.51	\$ 1,893.49
52154	Bookmobile Repairs	\$ 1,100.00	\$ 1,961.58	\$ (861.58)
52155	Books, Main Library	\$ 28,000.00	\$ 29,109.38	\$ (1,109.38)
52156	Books, Children	\$ 27,000.00	\$ 30,236.16	\$ (3,236.16)
52157	Standing Reference	\$ 28,000.00	\$ 22,959.41	\$ 5,040.59
52158	Elevator Maintenance	\$ 2,135.00	\$ 2,252.14	\$ (117.14)
52176	Publications	\$ 415.00	\$ 572.95	\$ (157.95)
	TOTAL:	\$ 216,637.00	\$ 216,929.68	\$ (292.68)
	DEPOSITS:	\$ 295.94		
	ADJUSTED TOTAL:	\$ 216,932.94		\$ 3.26
	UNEXPENDED BAL:	\$ 3.26		
CAPITAL ACCOUNTS:				
	Masonry/Sills/Chim.	\$ 10,300.00		\$ 10,300.00
	Cement Pad	\$ 5,500.00		\$ 5,500.00

## LIBRARY SALARY BUDGET

LIBRARY SALARY BUDGET FY97		APPROPRIATED	EXPENDED	BALANCE
QUARTERLY REPORT DATED: 7/11/97				
THROUGH WARRANT 97-53				
ORG	DESCRIPTION	APPROPRIATED	EXPENDED	BALANCE
51137	Director	\$ 50,865.76	\$ 50,865.76	\$ -
51138	Asst. Director	\$ 36,615.30	\$ 36,615.30	\$ -
51139	Librarians	\$ 128,579.05	\$ 127,463.25	\$ 1,115.80
51140	Asst. Librarians/Tech.	\$ 226,739.79	\$ 226,107.11	\$ 632.68
51141	Pages	\$ 13,868.00	\$ 13,851.93	\$ 16.07
51148	Clerical	\$ 26,138.82	\$ 24,360.63	\$ 1,778.19
51149	Custodial	\$ 28,428.93	\$ 28,981.84	\$ (552.91)
	TOTAL:	\$ 511,235.65	\$ 508,245.82	\$ 2,989.83
J. V. FLETCHER LIBRARY TRUST FUND EXPENDITURES, FY97				
Library Trustee Fund, #672		\$ 3,372.11		
All Purpose Trust Fund, #673		\$ 1,676.64		
Library Book Fund, #674		\$ 285.85		
Lecture Trust Fund, #675		\$ 1,235.00		
J. V. Fletcher Library, #676		\$ 5,692.58		
E.D. Rainville Cont. Educ., #677		\$ 569.00		
	TOTAL:	\$ 12,831.18		

## CIRCULATION STATISTICS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Yr. Total
Adult Books	6156	5702	4907	5546	4838	4065	5455	5182	5582	5149	5356	4978		62916
Adult Magazines	698	508	532	574	471	417	533	526	659	528	531	473		6450
Compact Discs	878	839	857	948	998	677	989	920	1053	689	894	820		10562
Videocassettes	3481	3058	3072	3187	3157	2390	3772	3591	3694	3536	3161	3205		39304
Cassettes	448	454	462	525	389	341	589	669	676	218	865	741		6377
Misc. A/V	17	20	19	10	12	12	4	1	3	1	5	4		108
Museum Passes	81	65	73	75	53	50	91	80	83	92	80	80		903
Juv. Books	13790	9300	8842	9222	8985	7510	9861	10083	9774	9870	8671	14441		120349
Juv. Magazines	158	108	148	134	84	95	121	55	80	112	118	139		1352
Juv. Non-Book	33	40	22	29	50	26	55	63	78	53	57	43		549
Juv. Rec/Cassette	264	265	225	244	238	185	228	241	207	257	182	252		2788
Van Adult	269	226	346	364	304	196	232	242	271	262	305	192		3209
Van Juvenile	650	702	690	889	710	482	638	904	740	1193	1131	587		9316
Transfers IN	346	399	408	435	272	343	437	435	383	368	362	317		4505
Transfers OUT	179	220	161	237	156	138	196	219	252	207	189	213		2367
System Wide Holds	23	46	38	35	24	31	20	42	27	29	35	24		374
Placeholds	826	675	581	629	541	515	759	718	761	690	538	522		7755
Registrations	236	120	132	166	104	71	189	137	125	91	98	162		1631
Reciprocal	2434	1979	1768	1952	1618	1689	2033	2029	2227	1995	1860	2071		23655
Renewals	957	756	609	938	734	734	687	852	847	812	838	748		9512
In-House Cards (1898)	286	276	253	392	258	306	211	304	329	256	279	283		3433
Out of State (1964,66)	16	35	36	42	24	59	48	22	39	37	34	63		455
Subtotal ---->	25718	20359	19159	20494	19275	15768	21698	21411	21889	20505	19920	25176		251372
MVLC Subtotal	25979	20185	19155	20494	19275	15768	21698	21395	21869	20488	19590	24921		250817
Total .....>	26612	20837	19938	21355	20031	16140	22357	22237	22551	21687	20747	25417		259909
Previous Year:	20811	19829	18851	20067	20276	13282	20170	22145	21108	20362	18396	24899		240196
Percent Change:	21.8%	4.8%	5.5%	6.0%	-1.2%	17.7%	9.8%	0.4%	6.4%	6.1%	11.3%	2.0%		7.6%

## RECREATION COMMISSION

The Recreation Department is pleased to report the number of programs that recreation has offered in 1997-1998 is rapidly growing.

In the past year the Recreation Department has added several new programs to their agenda. The Commission would like to thank all of the volunteer coaches and parents for their continued support and time they have given to the youths of Westford.

The Recreation Commission are Westford residents who volunteer their time and spend many hours in the course of a year making sure the residents have quality Recreation programs and facilities that meet the growing needs of our Community I would like to take this opportunity to thank them for their continued support and dedication to the youth and residents of Westford.

### YOUTH RECREATION PROGRAMS

Baseball - Baseball continued to grow significantly during 1997. The fields saw heavy action from the Spring through the Fall. The Girls Softball Programs is the fastest growing segment, followed by the T-ball Programs. To date Westford Youth Baseball and Softball has 1,750 children for participation this season.

Basketball - The 1997 - 1998 Basketball program was again very successful with over 1,500 youngsters participating in six programs; 3<sup>rd</sup> grade instructional; 4<sup>th</sup> & 5<sup>th</sup> grade boys and girls; 6<sup>th</sup> - 8<sup>th</sup> grade boys and girls, and High School boys. The leagues ran from December to March.

Two new basketball courts were added for more convenience, one at the Forge Village field area, and one at the Parker Village field.

In the spring we will be installing another Basketball set up at Old Nab thanks to Mike Ingalls at no cost to the Town.

Pop Warner Football - Westford completed its 25<sup>th</sup> year in Wachusett Pop Warner Football League. The session runs from August to November. This year the program continued with a major increase in growth. Participants averaged 150 boys and girls combined.

The Cheerleaders competed in the Wachusett League Cheerleading Competition in October. The season culminated with the Annual Awards Banquet where trophies were awarded to all the boys and girls who participated in the program. Academic awards were presented to the boys and girls who attained honor roll status.

The football players, cheerleaders and coaches wish to thank all the parents and volunteers, the Lions Club, and the Westford Recreation Commission for their continued support.

Westford Youth Soccer - This past year WYSA saw over 2,000 Westford youngsters playing soccer. The program's intramural leagues had more teams and more players than ever before. The same can be said for the travel teams which had a record number of participants in both the Spring and Fall. Children as young as 5 years old had the opportunity to play in the micro-soccer program.

Day Camp - A very successful six week day camp program was provided for the 9<sup>th</sup> year in Westford. Over 350 youths aged 5- 12 experienced a full summer with many activities for them to take part in and enjoy at the Nabnasset School. Camp met rain or shine, Monday through Friday 8:00 AM - 2:30 PM. Format included a daily arts and crafts, cooking, sports and games activities, an optional swim lesson, special events and field trips. The New England Aquarium was a favorite to camp. Included in the fee is a tee shirt and insulated lunch bag for all participants and a cookout every second Friday,

Track & Field - This ever popular summer program for ages 7 - 14 continued to thrive with over 300 children participating, included were short and long distance running events, field events and intramural competitions. We are located at the Westford Academy track on Tuesday and Thursday evenings. A tee shirt is provided to all registrants.

### Beaches

- Forge Pond and Edward's Beach operated seven days a week for, 9:00 AM. - 5:00 PM, with certified lifeguards. The beach season was from June 24<sup>th</sup> through August 27<sup>th</sup>. The swim instruction program had over 200 youngsters, plus individuals from Day Camp, enrolled in lessons which included Water Orientation for 3 - 5 year olds.

Beach tags and guest passes were purchased by over 3,000 residents. All lifeguards are certified and trained in CPR and First Aid. The majority of lifeguards are Westford residents. Over 350 passes to Senior citizens were given out for beach use.

Improvements were made to both beaches in 1997 Full concession stands were added which offers residents more service and youths summer employment.. Both beaches met full ADA requirements.

Tennis Lessons- The tennis program was a great success and has grown to over 100 students of children and adults.

Two tennis courts at the Whitney and Parker fields were-furbished in the spring of 1997.

### ADULT RECREATION PROGRAMS

Adult Recreation - All Adult Recreation programs are completely self-sustaining with all costs borne by participants and sponsors except for the facilities provided by the WRC and the School Department,.

Women's Volleyball: This group played on Tuesday nights at the Abbot School gym. This is a non-structured group and is composed of 75 women of all ages who live or work in Westford. Director is Rita Norander.

Men's Volleyball this group played on Friday nights at the Abott School gym This to is a non structured group and is composed of 50 men of all ages who live or work in Westford. Director is Robert Boisvert

Aerobic Exercise this group meets on Thursday evenings at the Abott School gym ages 16 yr. and up Come down and try it first class free. Director Kathy Walsh

Volleyball - Held on Friday nights at the Abbot School gym, this program runs from September -June and is a popular means of exercise for men of all ages. Director .Robert Boisvert

Other Offerings -The Recreation Department is pleased to provide the following programs: adult men or women golf lessons; adult tennis lessons; adult private/group lessons; and canoe trips and lessons. A golf tournament was held June 27<sup>th</sup> at Townsend Ridge Country Club. Fun was had by all

#### COMMUNITY PROGRAMS

Apple Blossom 97 Family Fun Run/Walk- This annual event took place in May 1997 The course covered the 1.7 miles from Westford Academy up Main Street to a welcomed finish at the Library. This year there were over 200 participants who received a free tee shirt and everyone broke the tape at the finish. Special thanks to all the Sponsors that helped out.

Halloween Parade -Westford's 3<sup>rd</sup> annual Halloween Parade was held the last Sunday in October before Halloween. This year the parade expanded with over 2,500 participants. The parade began at Westford Common and ended at the Roudenbush Community Center. Refreshments were enjoyed by all participants and each family received a Halloween treat... Thanks to all who helped.

Santa Letters - This year Westford Recreation sent out over 200 Santa Letters through a special P O Box. This new program went well and anyone interested in this free program should let the Recreation Department know in November.

Egg Hunt - The annual Easter Egg Hunt was held at the Abbot field this year. There were over 600 participants that took part in the hunt. Each child received prizes in each egg. This year we hope to improve our Egg Hunt by having more age groups set up and there will be no charge.

The Recreation Department is poised for continuing growth. Our mission is to provide passive and active recreational programs and activities which promote the family and community. This year a partnership was developed between the organizations, local businesses, volunteers and the Recreation Department for the purpose of ensuring that we meet our goals into the future. Recreation is an important element in the fabric of our community and the quality of life for citizens of all ages.

The Westford Recreation Commission is enthusiastic about the future of the Westford Recreation Department and looks forward to working with the community. We welcome any suggestions and are open for new ideas and programs. Anyone interested may attend these meetings at any time on the 1<sup>st</sup> Monday of each month.

Respectfully Submitted,

Rose McGrath Thoman, Program Director

Recreation Commission

Glen Townsend, Chairman  
Beth Ahern  
Sarah Fletcher  
Sarah Ledder  
Sheila Hulings

## Westford Historical Commission

The Westford Historical Commission summarizes 1997 as a progressive year. Initiatives included work on the National Register of Historic Places, the scenic roads by-law, the demolition delay by-law, Gould/Picking property, parish hall, and the new police building facility. More complete details on each are given below.

**National Register of Historic Places.** Betsy Friedberg, National Register Director with the Massachusetts Historical Commission (MHC) sent a letter dated November 13, 1997 advising the Commission that the initial review of our nomination has been completed. Ms. Friedberg writes: "The nomination is very well written and our comments are minor in nature... I have tentatively scheduled the nomination for submission to the State Review Board of the MHC at its June 1998 meeting."

Sanford Johnson has completed the minor corrections requested by the MHC. The Commission is committed to begin working on a nomination for Graniteville in 1998.

**Scenic Roads By-law:** The Commission supported the residents of Old Road in securing a "Scenic Road" status. At a Special Town Meeting held in October 1997, the voters of Westford unanimously voted their agreement. In the future, the Commission has made a commitment to include the Highway Department early on in the discussions.

**Demolition Delay By-law, a.k.a. "Prescott Bill."** The work on this article began in the summer of 1997 with the help of Camille Pattison, a student intern in the office of Land Use Planning. The Commission has worked to bring forward a demolition delay by-law at the May 9, 1998 Annual Town Meeting. Our intent is to create a dialog between property owners and the Commission when total demolition of a historically significant structure is pending. Demolition by-laws in other communities were reviewed and incorporated into our proposal. The Historical Commission met with the Board of Selectmen and the Planning Board. Their recommendations were incorporated into the proposed By-law. The two changes included a quick turn-around after request for demolition and the age criteria. Structures built prior to 1921 will be protected by this by-law.

**Gould/Picking Property.** The Historical Commission strongly supported the efforts to secure the Gould/Picking property. Jane Hinckley and Marilyn Day put together an informational packet which included recent photographs and genealogical history of the family. An early photograph of the property provided by Bette Hook from the DAR *Old Houses of Westford* series was also included as well as the 1975 Historic District Committee study done on the property. The Historical Commission is especially grateful to Attorney John Connell, executor of the estate, for his generosity in letting the Commission visit the site and research its history.

**The Parish Hall on Lincoln Street.** The Historical Commission has nominated a study committee to research the possibility of the Town acquiring the property for the use of the Westford Historical Commission, the Westford Museum and Historical Society, and the Westford Academy trustees. There is also the possibility that the building could be used for additional meeting space by the town. The town has a unique opportunity, because of its nomination into the National Register of Historic places, to apply for a matching grant with the Massachusetts Preservation Project Fund. There are two rounds of grant money available in 1998. The first round requires an application by January 9 to be awarded in March; the second round is due by May 1, with the award being granted in September. The Commission has met with the church to discuss covenants on the building and to present the concept. The idea was well received. The Historical Commission Study Committee is very interested in input on this acquisition from townspeople.

**New Police Facility Building Committee.** Discussions revolved around the exterior siding. The Historical Commission has recommended that the siding be white clapboard from foundation to eaves.

The Commission presented to the building committee the Massachusetts Historical Commission's new construction guidelines, a letter from Sanford Johnson, a Preservation Planning Consultant, supporting our recommendation. Over 30 town citizens attended the police buildings facility meeting on November 13 and others submitted letters of support for the white clapboard exterior.

The Historical Commission put together a slide presentation showing the character of Westford Center, emphasizing its 19th century architecture. Supporting slides showed recently built police structures in the area, including Groton's, which is a 14,000s.f. structure clad with wooden clapboards, in keeping with their town's architectural historic integrity.

This issue caused serious concern for the Historical Commission because the two-tone cladding selected by the Police Building Committee is a 1950's motif. We are also dedicated to preserving the character of this area as the Center is in the process of being nominated for a listing on the National Register of Historic Places because of its 18th and 19th century civic design. A final decision on the exterior of the building will be made by the Police Building Facilities Committee in 1998.

**Membership Changes:** The Commission regretfully accepted the resignation this past year of Alex Belida. Alex has served on the Historical Commission for many years and been a long-standing member of the Westford Museum and Historical Society. His contributions in the area of historical preservation are many. Of note is his education of all of us on the Russian population in the

community, the preparation for the National Register of Historic Places. He also contributed his wood working skills.

**New Member:** Marilyn Day was appointed to the Historical Commission by the Board of Selectmen, effective July 1. Her in-depth knowledge of Westford history and early families will contribute to this Commission.

**In Summary:** The year was a full and productive one for the Historical Commission. We are greatful for all those who have helped along the way.

Respectfully submitted,

Ken Tebbetts, Chair

Jane Hinckley, Vice Chair

Bette Hook, Recording Secretary

Marilyn Day, Corresponding Secretary

Sally Benedict, Treasurer

Bob Jefferies

Roland Pendlebury

# **Roudenbush Community Center**

**Celebrating Service to Westford**

## **Celebrating and Preserving Westford's History**

In 1897, the Westford Academy Trustees constructed the building at 65 Main Street to serve as the second Westford Academy building. This September, the Roudenbush Community Center celebrated with a ribbon-cutting ceremony commemorating the 100th anniversary of this landmark building. The honor of wielding the scissors went to Rita Miller, and not just because she was born and still lives a mere stone's throw away. She is also the grand-niece of William C. Edwards, who was the contractor for the building. By coincidence, 1997 also marked the 75th anniversary of the "Old Nab" school, the building on Plain Road which we use as Roudenbush at Nabnasset. A band concert was held on site to celebrate with the feature performers being the Roudenbush band. That's how we celebrated. How did we preserve? Too many things were done to list here; suffice it to say that since 1990, over \$750,000 has been spent on repairing, improving, and maintaining our three historic buildings. This money came from the Community Center and the Associates, **not** the Town!

## **And we are still growing!**

It's time to assess the cost of Roudenbush to the Town of Westford. The town contributed \$21,000 to maintain this vital center, but that amount only partially pays the salary of the Director! The remainder of our budget of **1.7 million dollars** is raised by fees and tuitions. What is this large amount used for? Most of it is immediately returned to the people of the town. How? In 3 major categories: 1) Services rendered to the people who use our programs; 2) Salaries of our 139 employees, most of whom reside in Westford; 3) Capital improvements to the Town-owned buildings. This last figure is well over \$100,000 for repairs, painting, and improvements.

## **More and more people are taking advantage of Roudenbush programs**

With nearly 900 programs offered, over 7700 adults and children participated in Roudenbush in 1997. This includes 650 children enrolled in the preschool and child care programs.

## **We're proud of our staff!**

Roudenbush is blessed with people who take pride in their work. Not only the teachers, but the custodians, directors, office staff, and volunteers as well. We give a special thank you to the Business Office staff who have had to cope with our rapid growth. Time is the most precious gift and Roudenbush is rich in workers and volunteers who give a lot and work hard. Roudenbush now employs 139 people who help bring the best programs to you.

## **Even when we lose, we win**

After 17 years at Roudenbush, including the last 10 as Preschool Director, Liz Mayer stepped down in June. That was a great loss and we wish her well. But when Diane Nutt became the new Preschool Director in the summer, we realized that her talents were up to the task. The Preschool programs once again received national certification. A hearty THANK YOU to the 30+ teachers and staff for their commitment to the children and their parents.

## **What a community!**

Roudenbush is fortunate to have the support of a wonderful community. A special mention must be made of all who helped with the "Ring Around Roudenbush" Day in June. Cosponsored by the RCC and the Westford Academy Service Team, over 120 people, including students and teachers as well as parents and other volunteers, installed accessible playground equipment behind 65 Main St. This included paving, enlarging sand area, painting, landscaping, and other projects. This could not have been completed without material and cash donations from many businesses and individuals.

### What would we do without the Roudenbush Associates?

The playground equipment that was installed that day was paid for by the Associates. In addition to that financial commitment, the Associates were also responsible for the two anniversary celebrations noted earlier. Their charter is simple: to raise funds for and public awareness of the Roudenbush Community Center. Certainly that charter has been fulfilled. THANK YOU! To help finance future improvements, the now-famous Roudenbush Auction was held in November. Thanks to all who donated or worked or bid, a record \$23,000 was raised.

### We couldn't do it without our Director.

Patti Mason has finished her third full year as Director. Her exceptional skills are clearly reflected in the success of the Roudenbush Community Center. She has guided us through a period of unprecedented growth, always insisting on the highest standards for herself and the programs.

### Health services available.

One of our many areas of community service is in health services. Roudenbush, working with town nurse Sandy Collins, hosts a variety of the Westford Board of Health's programs. Included are adult health maintenance, well child clinic, pap smear clinic, and immunization clinics and a variety of screenings held in the Health Services facility in the lower level of Roudenbush. Appointments are necessary for most clinics and in some cases a small fee is charged to cover the cost of supplies. CPR/First Aid classes are also offered on a regular basis at 65 Main St. and at Roudenbush at Nab.

### What about Frost?

The building is holding up beautifully, despite -- or perhaps because of -- being filled to capacity every working day. Their popularity and success has caused waiting lists at almost all levels. Our partnership with the First Parish Church remains a success and provides care for over 50 children who use that site. A huge thank you is shouted to Vivian Norton and all those who care for the children.

### Old Nab and 65 Main Street Preschool classes are also crowded.

Roudenbush offers a variety of expanded programs for the younger ages. New Director Diane Nutt deserves a big Roudenbush hats off for her hard work along with the other staff and volunteers who keep our two buildings in topnotch condition. Not only are the buildings kept up well, but the programs continue to be exciting, interesting, and educational. The staff and volunteers continue to make this very successful.

### Roudenbush Associates Board of Directors:

Ann Demeranville, President

Susan Hamalainen

Ellen Harde, Treasurer

Patty Cooke

Christine Dwyer, Secretary and Vice President

Andrew Kusmin

### What does the Roudenbush Committee do anyway?

This 15-member committee is responsible for setting policy and, in its TRCCI role, is the fiscal agent of Roudenbush. A variety of subcommittees do the lion's share of the work. Their many recommendations are submitted to the Committee during its regular monthly meetings (open to all) at which time they are discussed and voted upon.

### Respectfully submitted,

Karen Benway, Chairperson

Tim Butler

Maria Congleton

Denny Wood, ViceChairperson

Angela Harkness

Charlotte Scott

Peg Blanchard, Secretary, TRCCI

Beth Cohan

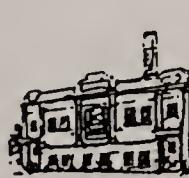
Karen Basinas

Debbie Rorke, Secretary, RCCC

Nancy DiMaggio

Bob Waskiewicz

Jayne Stafstrom, Treasurer, TRCCI



The Parkerville Schoolhouse Committee's main focus is its living history program for Westford and area students to experience a typical school day of the turn-of-the twentieth century, as well as a meeting place for local organizations and private parties.

Among this year's projects was the installation of a granite post and rail fence along the north and front sides of the building. Also, a hand-wrought iron railing was installed on the front steps. The painting of the exterior of the building and landscaping are priorities for this spring.

The historical collection continues to grow, and a second archival scrapbook of Parkerville memorabilia has been completed. Additional ink wells, dip pens, a schoolhouse wall clock, and a pump for the well are needed.

Under the auspices of the Friends of the Parkerville Schoolhouse, Inc., a town-wide mailing was conducted in October, and a grant was received from the Harpley Foundation. Although the town owns and insures this building, all projects at the schoolhouse are done at no cost to the town.

Board members Jennie Johnson and June Kennedy continue to coordinate the Living History Program for local scouts. The Superintendent of Schools, several school principals, and the town's new Curriculum Director were invited to the schoolhouse to discuss and encourage the development of a "History of Westford" unit for third grade students. This unit would culminate in an "Old School Day" visit to the one-room Parkerville Schoolhouse in the spring. In May, Acton second graders returned for the Living History Program, complete with period clothing, use of slates, hornbooks, dip pens, and ink. Several Westford teachers observed. In July, a training workshop for the Westford third grade teachers was conducted by Jennie and June. Also, an Open House at Parkerville again launched American Education Week for the Westford Schools in November.

Meetings, showers, birthday, and holiday parties were held during the year. As a community service project, Westford Academy students have assisted with cleaning, word processing, and art work.

There are tables and chairs to accommodate fifty people. The rent is reasonable. Townspeople are invited to call the Plaisteds at 692-7294 to reserve the building.

The combined meetings of the Parkerville Schoolhouse Committee and Friends are held at the schoolhouse on the second Thursday of every month at 7:30 PM. New members/Friends on the Board of Directors are Heidi Hatke and Erik Ledder.

Respectfully submitted,

The Parkerville Schoolhouse Committee:

Roger Plaisted, President

Jennie Johnson

Mary Jane Plaisted

June Kennedy

Bette Hook

**TOWN OF WESTFORD  
SPECIAL TOWN ELECTION  
NOVEMBER 18, 1997**

Shall the Town of Westford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase an interest in fee simple in the so-called "Picking Land" on Route 40 Westford, Massachusetts, for the price of One Million Two Hundred Thousand (\$1,200,000.00) Dollars; and provided, further, that said question shall be deemed approved if a majority of the persons voting thereon shall vote "YES".

	<b>Pr. 1</b>	<b>Pr. 2</b>	<b>Pr. 3</b>	<b>Pr. 4</b>	<b>Pr. 5</b>	<b>TOTAL</b>
<b>Yes</b>	285	297	312	307	213	1414
<b>No</b>	46	110	108	117	82	463
<b>Total</b>	331	407	420	424	295	1877

15 % Turnout

**'TOWN OF WESTFORD  
ANNUAL TOWN ELECTION - MAY 6, 1997**

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	PREC. 5	TOTAL
TOTAL BALLOTS CAST	715	734	743	785	510	3487
<b>BOARD OF SELECTMEN</b>						
Blanks	77	39	57	55	33	261
Michael P. Ingalls **	393	429	432	452	274	1980
Robert Matley	243	262	250	274	199	1228
Write Ins	2	4	4	4	4	18
<b>SCHOOL COMMITTEE</b>						
Blanks	403	492	503	479	379	2256
Sharon B. Boonstra **	511	416	492	512	283	2214
Richard M. Faherty **	493	484	473	530	314	2294
Timothy M. Martin **	464	449	434	518	292	2157
Donald E. Whitehouse	272	351	326	315	254	1518
Write Ins	2	10	1	1	8	22
<b>BOARD OF HEALTH</b>						
Blanks	156	140	151	154	97	698
Kevin McCusker **	555	590	591	626	410	2772
Write Ins	4	4	1	5	3	17
<b>LIBRARY TRUSTEE</b>						
Blanks	363	349	403	334	258	1707
Veronica Otto **	536	559	545	613	377	2630
Charles O. Swanson **	530	559	533	618	384	2624
Write Ins	1	1	5	5	1	13
<b>LIBRARY TRUSTEE (1 yr)</b>						
Blanks	166	159	175	154	120	774
Paul J. Royte **	545	573	566	627	387	2698
Write Ins	4	2	2	4	3	15
<b>PLANNING BOARD</b>						
Blanks	167	174	182	170	138	831
Andrea Peraner-Sweet **	541	554	553	609	368	2625
Write Ins	7	6	8	6	4	31
<b>HOUSING AUTHORITY</b>						
Blanks	706	718	727	775	489	3415
Susan Cornwall (Write-In) **	4	8	3	4	8	27
Write Ins	5	8	13	6	13	45

\*\* Elected

Annual Town Election May 6, 1997 (Cont'd)

**QUESTION # 1**

**Debt Exclusion / Addition and Improvements to Westford Academy**

Shall the Town of Westford be allowed to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay for the bonds issued in order to provide for the construction, original equipping, and furnishing of an addition or additions to Westford Academ and for remodeling, reconstructing and making extraordinary repairs to said Westford Academy and for related site development ?

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	PREC. 5	TOTAL
Blanks	8	12	4	3	7	34
Yes **	521	383	445	487	240	2076
No	186	339	294	295	263	1377

**QUESTION # 2**

**Debt Exclusion / Police Station**

Shall the Town of Westford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to provide for the construction, reconstruction, original equipping and furnishing of a Police Station, related site development, and for necessary demolition of the existing facility ?

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	PREC. 5	TOTAL
Blanks	11	11	14	11	9	56
Yes **	426	389	384	419	252	1870
No	278	334	345	355	249	1561

# Town Meeting



## ANNUAL TOWN MEETING MAY 10, 1997

At a legal meeting of the inhabitants of the Town of Westford, qualified by law, to vote in Town affairs, held at the Abbot School on Saturday, May 10, 1997, called to commence at 10:00 A.M., the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. The attendance was 437 (a quorum was not needed).

Ellen Harde, Town Moderator, called the meeting to order at 10:00 A.M.

It was voted to allow the following non - resident Town employees to sit on Town Floor: Glenn Fratto, Town Manager; Bill Olson, School Business Manager; Jeff Chelgren, Land Use Manager, Joanne Sheehan, Elder Services Director and Frank Messer, Finance Director.

Before the meeting, Paul Murray, Chairman of the Finance Committee thanked Evan Schapiro for his dedication and hard work on the Finance Committee. Evan received a standing ovation.

**ARTICLE 1.** It was voted unanimously that the Town accept the reports of Town Officers, Boards and Committees for the calendar year 1996 as printed in the Annual Town Report.

**ARTICLE 2.** It was voted unanimously that the Board of Assessors be and hereby are authorized to enter into an intermunicipal agreement for the provision of consulting and support services for the Town's computerized assessment system.

(Finance Committee Approved)

**ARTICLE 3.** It was voted unanimously that Appendix "A" of the Town's Personnel By-law - the Consolidated Classification Plan, Compensation Plan - be amended, effective July 1, 1997, be establishing minimum and maximum salary figures for the positions set forth below:

	MINIMUM	MAXIMUM
Animal Control Officer	\$ 21,650	\$ 30,900
Adm. Asst. to Water Superintendent	\$ 24,250	\$ 34,669
Asst. Library Director		\$ 37,729
Elder Services Director		\$ 33,419
Finance Director		\$ 62,660
Health Agent	\$ 22,550	\$ 32,237
Highway Superintendent		\$ 52,240
Library Director		\$ 52,237
Police Chief		\$ 67,486
Police Lieutenant		\$ 50,615
Principal Assessor		\$ 48,073
Water Superintendent		\$ 50,290

(Finance Committee Approved)

**ARTICLE 4** It was voted that the Town raise and appropriate the following sums necessary for the Operation and Maintenance of Town Departments for the fiscal year July 1, 1997 through June 30, 1998, and that such sums be expended for such purposes under the direction of the respective Town Officers, Boards and Committees:

ACCT #	ACCOUNT NAME	AMOUNT
	GENERAL GOVERNMENT	
122	Selectmen	
12212	Expenses	15,086
	SUBTOTAL	15,086
123	Town Manager	
1231	Personal Services	115,528
12340	Expenses	7,860
	SUBTOTAL	123,388
131	Finance Committee	
13140	Expenses	3,000
13140	Reserve Fund	92,000
	SUBTOTAL	95,000
132	Finance Department	
1321	Personal Services	77,702
13241	Audit	14,500
	SUBTOTAL	92,202
133	Town Accountant	
1331	Personal Services	92,607
13340	Expenses	8,746
	SUBTOTAL	101,353
141	Board of Assessors	
1411	Personal Services	135,398
14140	Expenses	28,575
	SUBTOTAL	163,973
145	Tax Collector	
1451	Personal Services	71,867
1454	Expenses	42,150
14581	Capital	3,850
	SUBTOTAL	117,867
151	Legal Services	
1514	Expenses	62,000
	SUBTOTAL	62,000
152	Personnel	
1524	Expenses	105,950
	SUBTOTAL	105,950

153	Centrex Phone System	
15340	Expenses	20,300
	SUBTOTAL	20,300
155	Technology	
1551	Personal Services	15,000
15540	Expenses	24,000
1558	Capital	130,000
	SUBTOTAL	169,000
161	Town Clerk	
1611	Personal Services	76,907
16140	Expenses	15,770
	SUBTOTAL	92,677
171	Conservation Commission	
17113	Consv. Coordinator Salary	34,459
1714	Expenses	6,755
17181	Capital	50,000
	SUBTOTAL	91,214
174	Planning Board	
1741	Personal Services	80,771
17440	Expenses	8,575
	SUBTOTAL	89,346
176	Zoning Board of Appeals	
17615	Personal Services	2,000
17640	Expenses	2,000
	SUBTOTAL	4,000
181	Dev & Industrial Commission	
18140	Expenses	2,000
	SUBTOTAL	2,000
184	CATV	
18440	Expenses	500
	SUBTOTAL	500
192	Municipal Maintenance Projects	
19217	Personal Services	6,600
19240	Expenses	78,707
19281	Capital	15,000
	SUBTOTAL	100,307
193	Police/Fire Complex	
19340	Expenses	23,500
	SUBTOTAL	23,500
	<b>TOTAL GEN. GOVT</b>	<b>1,469,663</b>

	<b>PUBLIC SAFETY</b>	
210	Police Department	
2103	Personal Services	1,719,734
21040	Expenses	180,237
21081	Capital	89,220
	<b>SUBTOTAL</b>	1,989,191
220	Fire Department	
2201	Personal Services	1,006,780
22040	Expenses	50,665
22081	Capital	125,000
	<b>SUBTOTAL</b>	1,182,445
241	Building Department	
2411	Personal Services	120,055
24140	Expenses	8,715
	<b>SUBTOTAL</b>	128,770
244	Sealer of Weights & Measures	
24440	Expenses	400
	<b>SUBTOTAL</b>	400
291	Civil Defense	
29140	Expenses	2,000
	<b>SUBTOTAL</b>	2,000
292	Animal Control	
2921	Personal Services	24,600
29240	Expenses	4,290
	<b>SUBTOTAL</b>	28,890
293	By-Law Enforcement	
29314	By-Law Enf. Officer Salary	6,577
	<b>SUBTOTAL</b>	6,577
294	Tree Warden	
29413	Personal Services	1,000
29440	Expenses	17,000
	<b>SUBTOTAL</b>	18,000
	<b>TOTAL PUBLIC SAFETY</b>	3,356,273
	<b>EDUCATION</b>	
3305	Westford Public Schools	18,473,143
	<b>SUBTOTAL</b>	18,473,143
310	Nashoba Tech School	
31040	Expenses	409,475
	<b>SUBTOTAL</b>	409,475
	<b>TOTAL EDUCATION</b>	18,882,618

<b>PUBLIC WORKS</b>			
421	Highway Department		
4211	Personal Services	634,843	
4244	Expenses	520,285	
42781	Capital	25,000	
	SUBTOTAL	1,180,128	
423	Highway Snow & Ice		
	SUBTOTAL	245,000	
431	Solid Waste/Recycle		
4314	Expenses	1,185,058	
	SUBTOTAL	1,185,058	
440	Ground Maintenance		
4401	Personal Services	90,809	
44040	Expenses	77,350	
	SUBTOTAL	168,159	
491	Cemetery Department		
49111	Commissioners Salary	600	
4911	Expenses	10,475	
49181	Capital	2,950	
	SUBTOTAL	14,025	
	<b>TOTAL PUBLIC WORKS</b>		2,792,370
<b>HEALTH &amp; HUMAN SERVICES</b>			
510	Board of Health - Environmental		
5101	Personal Services	112,041	
51040	Expenses	12,500	
51081	Capital	2,000	
	SUBTOTAL	126,541	
519	Animal Control		
5191	Personal Services	3,950	
	SUBTOTAL	3,950	
523	Bd. Health -Public Services		
5231	Personal Services	41,838	
52340	Expenses	4,200	
	SUBTOTAL	46,038	
540	Senior Center		
54413	Personal Services	5,646	
54040	Expenses	40,307	
	SUBTOTAL	45,953	
541	Council On Aging		

54113	Directors Salary	32,828
54140	Expenses	26,749
	<b>SUBTOTAL</b>	<b>59,577</b>
542	Veterans Services	
54213	Director Salary	20,000
54240	Expenses	20,000
	<b>SUBTOTAL</b>	<b>40,000</b>
	<b>TOTAL HLTH &amp; HUMAN SVC</b>	<b>322,059</b>
	<b>CULTURAL &amp; RECREATION</b>	
610	Library	
6101	Personal Services	549,443
61040	Expenses	223,851
	<b>SUBTOTAL</b>	<b>773,294</b>
630	Recreation	
63014	Coordinator Salary	29,561
63040	Expenses	25,296
	<b>SUBTOTAL</b>	<b>54,857</b>
670	Historical Comm / Museum	
67040	Expenses	5,000
67080	Capital	24,700
	<b>SUBTOTAL</b>	<b>29,700</b>
673	Community Center	
	Personal Services	13,594
	<b>SUBTOTAL</b>	<b>13,594</b>
692	Memorial Day Celebration	
69240	Expenses	2,200
	<b>SUBTOTAL</b>	<b>2,200</b>
	<b>TOTAL CULTRL &amp; RECREATION</b>	<b>873,645</b>
91010	Debt Service	
	<b>SUBTOTAL</b>	<b>3,908,591</b>
	<b>TOTAL DEBT SERVICE</b>	<b>3,908,591</b>
91140	Unclassified	
	<b>SUBTOTAL</b>	<b>1,901,259</b>
	<b>TOTAL UNCLASSIFIED</b>	<b>1,901,259</b>
452	Water Department	
4521	Personal Services	471,080

4524	Expenses	627,978
4528	Capital	500,942
	SUBTOTAL	1,600,000

**TOTAL WATER ENTERPRISE** 1,600,000

**TOTAL BUDGETS** 35,106,478

(Finance Committee Approved)

**ARTICLE 5.** It was voted that the Town authorize the following departmental revolving funds for the specific revenues and specific purposes outlined below for the fiscal year July 1, 1997 through June 30, 1996 pursuant to General Laws, Chapter 44, Section 53E(1/2):

**A. PLANNING BOARD**

Subdivision Filing Fees, for the purpose of planning, engineering and technical consultant services and municipal planning activities, said expenditures to be approved by the Planning Board, and not to exceed \$90,000 during fiscal year 1998;

**B. CONSERVATION COMMISSION**

Fees received under the Town's Wetlands Protection By-law, for the purpose of engaging scientific, engineering and technical consultant services, said expenditures to be approved by the Conservation Commission, and not to exceed \$40,000 during fiscal year 1998;

**C. BOARD OF HEALTH**

Fees received for Subsurface Sewage System/Lot Testing Fees and Pump and Well Inspections and Nursing Immunization Fees, for the purpose of engineering and technical consultant services related to septic systems and domestic water supply, and for materials and technical services for nursing immunizations, said expenditures to be apprvoed by the Board of Health, and not to exceed \$35,000 during fiscal year 1998:

**D. RECYCLING COMMISSION**

Revenues received from the sale of recycled materials to meet the expenses of the recycling program, said expenditures to be approved by the Recycling Commission, and not to exceed \$50,000 during fiscal year 1998;

**E. SEALER OF WEIGHTS AND MEASURES**

Fees received for inspecting and calibrating weights and measures for the purpose of compensation and meeting the expesess of the Sealer of Weights and Measures, and not not to exceed \$2,500 during fiscal year 1998;

**F. BUILDING DEPARTMENT**

Fees received for Building Permits, for the purpose of engaging architectural, engineering and technical consultant services, said expenditures to be approved by the Building Commissioner, and not to exceed \$20,000 during the fiscal year 1998.

(Finance Committee Approved)

**ARTICLE 6.** It was voted unanimously that the Town raise and appropriate the sum of One Hundred Thousand (\$100,000.00) Dollars to be deposited in the Stabilization Fund, as authorized under General Laws, Chapter 40, Section 5B.

(Finance Committee Approved)

**ARTICLE 7.** It was voted that the Town raise and appropriate the sum of Forty-Two Thousand Ninety-Nine Dollars (\$42,099.00) to the Retirement Assessment Account for Teachers Early Retirement Assessment.

(Finance Committee Approved)

**ARTICLE 8.** It was voted that the Town vote to appropriate the sum of Five Hundred Forty Nine Thousand Seven Hundred Sixty Nine Dollars (\$549,769) from the proceeds due the Town of Westford from the Commonwealth of Massachusetts for the purpose of resurfacing Town Ways and related work.

(Finance Committee Approved)

**ARTICLE 9.** It was voted that the Town transfer the sum of Two Hundred Twenty-Five Thousand Dollars (\$225,000.00) from Free Cash, or any other available funds, to a new North East Solid Waste Committee (NESWC) Capital Reserve Fund.

(Finance Committee Approved)

**ARTICLE 10.** It was voted unanimously that the Town appropriate the sum of Four Thousand Dollars (\$4,000.00) from the Receipts Reserved for Appropriation - Conservation Commission Fees for the purpose of offsetting a portion of the Conservation Commissions operating budget for the fiscal year July 1, 1997 through June 30, 1998; said expenses related to the Commission's duties administering the Wetlands Protection Act.

(Finance Committee Approved)

**ARTICLE 11.** It was voted unanimously that the Town appropriate by transfer the sum of Forty Thousand Dollars (\$40,000.00) from the Cemetery Expendable Trust Fund to a new Cemetery Development Fund. (Finance Committee Approved)

**ARTICLE 12.** It was voted 314 Yes and 60 No that the Town amend the vote adopted unanimously under Article 23 at the Special Town Meeting held on October 21, 1996 so as to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sum of Five Hundred Twenty-Five Thousand Dollars (\$525,000.00) under and pursuant to Chapter 44, Section 7(3), of the General Laws, or any other enabling authority, in order to raise the appropriation of Five Hundred Twenty Five Thousand Dollars (\$525,000.00) made by the vote for acquiring certain interests in the real property located at Boston Road, known as Drew Farms.

(Finance Committee Disapproves 4-2)

**ARTICLE 13.** It was voted 371 Yes and 5 No that the Town appropriate the sum of Thirty One Million Dollars (\$31,000,000.00) for the construction, original equipping and furnishing of an addition or additions to the Westford Academy and for remodeling, reconstruction and making extraordinary repairs to said Westford Academy, including site development, and including costs incidental and related thereto, and to meet said appropriation, the Treasurer with the approval of the Board of Selectmen, be and is hereby authorized to borrow the sum of Thirty One Million Dollars (\$31,000,000.00) under and pursuant to Chapter 645 of the Acts of 1948, or any other enabling authority, and to issue bonds or notes therefor.

(Finance Committee Approved)

At this time, Chris Robbins publicly thanked the School Building Committe for all their hard work. They recieved a standing ovation.

**ARTICLE 14.** It was voted 319 Yes, 2 No, 4 Abstaining, that the Town appropriate the sum of Five Million Three Hundred Thousand Dollars (\$5,300,000.00) for the construction, reconstruction, original equipping and furnishing of a Police Station, said facility to be constructed abutting the present Police Station, including necessary demolition and site development, and including costs incidental and related thereto, and to meet said appropriation, the Treasurer with the approval of the Board of Selectmen, be and is hereby authorized to borrow the sum of Five Million Three Hundred Thousand Dollars (\$5,300,000.00) under and pursuant to Chapter 44, Section 7(3) of the General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefor.

(Finance Committee Approved)

**ARTICLE 15a.** It was voted unanimously that the Town appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000.00) for the remodeling, reconstruction and making extraordinary repairs in connection with the conversion of existing space into classrooms at the Norman Day School, and to meet said appropriation, the Treasurer with the approval of the Board of Selectmen, be and is hereby authorized to borrow the sum of One Hundred Fifty Thousand Dollars (\$150,000.00) under and pursuant to Chapter 44, Section 7(3) and (3A) of the General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefor.

(Finance Committee Approved)

**ARTICLE 15b.** It was voted unanimously that the Town appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000.00) to purchase highway maintenance vehicles and related equipment, and to meet said appropriation, the Treasurer with the approval of the Board of Selectmen, be and is hereby authorized to borrow the sum of One Hundred Fifty Thousand Dollars (\$150,000.00) under and pursuant to Chapter 44, section 7(9) of the General Laws, as amended and supplemented, or any other enabling authority, and to issue bonds or notes therefor.

(Finance Committee Approved)

It was voted to adjourn the Annual Town Meeting until Tuesday, May 13, 1997, at 7:00 PM at the Abbot School.

A True Record: ATTEST

Elaine V. McKenna  
Town Clerk

**ADJOURNED ANNUAL TOWN MEETING  
MAY 13, 1997**

At a legal meeting of the inhabitants of the Town of Westford, qualified by law, to vote in Town Affairs, held at Abbot School on Tuesday, May 13, 1997 (Adjourned from Saturday, May 10, 1997), called to commence at 7:00 PM, the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. The attendance was 109 (no quorum was needed).

Ellen Harde, Town Moderator, called the meeting to order at 7:00 P.M.

**ARTICLE 16.** It was voted 88 Yes, 10 No, 11 Abstentions, that the Town pursuant to M.G.L. Chapter 40, Section 15A, transfer the care, custody and control from the Board of Selectmen generally to the Water Commissioners the premises described in the deed from the Westford Water Company to the Town dated March 14, 1956 and recorded with Middlesex North District Registry of Deeds, Book 1329, Page 41.

**ARTICLE 17.** It was voted unanimously that the Town pursuant to M.G.L. Chapter 40, Section 15A, transfer the care, custody, management and control of the following listed parcels of land from the Board of Selectmen generally to the Westford Conservation Commission, said parcels located in the Kennedy Pond area of Parker Village: Map 2, Parcels 3,5,6,7,23,24,25,26,27, and 28, and Map 6, Parcels 2,3,5, and 47, said parcels totaling 261 acres, more or less, excepting those portions of parcels # 2,3 and 5 on Map 6 located northerly of a line located 100 feet north of and parallel to the shoreline of the pond located on said parcels, and to name this property the Richard S. Emmet Conservation Land.

(After this vote, Dick Emmet was recognized for his many years of service and dedication, and received a standing ovation).

It was voted unanimously to reconsider Article 11 of the Annual Town Meeting of Saturday, May 10, 1997.

**ARTICLE 11.** It was voted unanimously that the Town appropriate by transfer, the sum of \$37,376.00 from Cemetery Sale of Lots, and \$2,624.00 from Cemetery Expendable Trust for a total of \$40,000.00 to a new Cemetery Development Fund.

(Finance Committee Approved)

**ARTICLE 18.** It was voted unanimously that the Town authorize the Recreation Commission to transfer an easement consisting of approximately six hundred (600) square feet in Jack Walsh Field in Parker Village to NYNEX for the installation of a sub-station or similar utility building for consideration in an amount not less than Ten Thousand Dollars (\$10,000.00)

**ARTICLE 19.** It was voted unanimously that the Town continue to accept the provisions of Chapter 73, Section 4 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for additional property tax exemptions for qualified residents who may be blind, elderly, widowed, or are disabled veterans, and to maintain the present percentage increase of 100%.

**ARTICLE 20.** It was voted unanimously that the Town accept the provisions of M.G.L. Chapter 60, Section 3C, allowing the Town to designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form whereby the taxpayers may voluntarily check off to donate and pledge an additional amount toward a Westford Scholarship Fund and/or a Westford Arts and Technology Fund established by the referenced General Law.

**ARTICLE 21.** It was voted unanimously to appropriate the sum of up to One Hundred Thousand Dollars (\$100,000.00) for the purpose of financing the following Water pollution abatement facility projects: repair, replacement and/or upgrade of septic system, pursuant to agreements between the Board of Health and residential property owners, including without limitations all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; and, further, that this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust and shall be contingent upon the receipt of an equal sum of money to be funded by the Commonwealth of Massachusetts.

**ARTICLE 22.** It was voted that the Town amend Chapter 51 of the Westford Code by changing the title of Section 51-8 from "Motions and amendments" to "Motions, amendments and votes" and inserting the following language after the third sentence: "On matters requiring a two thirds vote by statute, a count need not be taken unless the vote so declared as two thirds by the moderator is immediately questioned by seven or more voters as provided in the General Laws, Chapter 39, Section 15."

**ARTICLE 23.** It was voted to **DISMISS** this Article. (Change of Town Meeting Date).

**ARTICLE 24.** It was voted that the Selectmen be and hereby are authorized and directed to appoint a committee whose function and duty shall be to study the institution of fees to provide for some or all of the cost of solid waste curbside collection, and to prepare a recommendation on such fees for the Selectmen and the town by the fall 1997 Special Town Meeting.

**ARTICLE 25.** It was voted unanimously to amend the Town Code by striking Chapter 188, Article V governing Class II Auto Sales and inserting in place thereof the following:

#### Article V: Sales of Second-Hand Vehicles

##### Section 188-35    Applicability

The chapter applies to the sale of second-hand vehicles as an incidental or accessory use to an otherwise allowed commercial use of property.

Section 188-36 General Policy

No person shall engage in the business of buying, selling or exchanging second-hand motor vehicles as an incidental or accessory use of property without securing a license from the Board of Selectmen.

Section 188-37 License Procedure

- A. A new applicant must complete an application form as provided by the Board of Selectmen which shall include a signed tax law compliance attestation form.
- B. The fee for such license shall be determined by the Board of Selectmen. Licenses will be issued on a calendar year basis.
- C. Any person possessing a second-hand vehicle license as of December 31, 1996 shall not be required to file a new application for license under this by-law; rather, they must complete a license renewal application provided by the Board of Selectmen and pay a fee set forth by the Board in accordance with M.G.L., c. 140, section 59.
- D. The Board of Selectmen shall conduct a public hearing on a new application. The applicant shall be responsible for providing notice to abutters at least seven (7) days prior to the hearing. The abutters list shall be determined by reference to M.G.L. Chap. 40A, Sec. 11.
- E.. A background investigation of the applicant shall be conducted.
- F. The Board of Selectmen is authorized to refer the license application to other Town Departments to receive recommendations.
- G. Following the public hearing, the Board of Selectmen is authorized to grant the license, with or without conditions, or to deny the license. Any person aggrieved by the action of the Board of Selectmen may seek judicial review pursuant to M.G.L. Chapter 249.

Section 188-38 Revocation of License

A license may be revoked by the Board of Selectmen for the failure to comply with any condition of the license or the rules and regulations pertaining to said license.

**ARTICLE 26.** It was voted that the Town accept the provisions of Massachusetts General Laws, Chapter 41, Section 108L (commonly referred to as the Quinn Bill).

(Finance Committee Approved)  
(Board of Selectmen Support)

**ARTICLE 27.** It FAILED for lack of a Second (Mention dies) to assure that articles that contain requests for monies in excess of One Hundred Thousand Dollars (\$100,000.00) be placed on a Ballot, so that all registered voters, will have a say on how to spend their tax money.

**ARTICLE 28.** It FAILED for the lack of a majority to assure that once a ballot question is defeated in a municipal election, it shall not be presented again to voters at the subsequent Town Meeting.

**ARTICLE 29.** It FAILED for the lack of a majority to accept the following ways shown on approved Subdivision Plans, as laid out by the Board of Selectmen, as shown on their reports and plans duly filed with the Town Clerk, as and for Town ways in Westford: Magnolida Drive, Heather Drive, Chicory Road, Rosebud Lane, Primrose Lane, Greenbriar Drive, Wintergreen Lane, Honeysuckle Road, Indigo Land and Thistle Lane.

**ARTICLE 30.** It FAILED for the lack of a majority to accept Steeple Chase Circle, an approved subdivision way, as laid out and recommended by the Board of Selectmen, as shown on their reports and plans duly filed with the Town Clerk, as and for a Town Way in Westford.

It was voted to take up Article 31 before the Special Town Meeting on May 10, 1997.

**ARTICLE 31.** It was voted 315 Yes, 30 No, that the Town of Westford Zoning By-Law be amended by adding a Section 173-27 to be titled "Siting of Wireless Communications Facilities and Creation of Overlay District" and which shall consist of the by-law provided by the Planning Board which reads as follows:

## **SITING OF WIRELESS COMMUNICATIONS FACILITIES**

### **Section 1 -- Purpose**

The purposes of this Article are:

1. To promote the health, safety and general welfare of the community.
2. To guide sound development.
3. To conserve the value of lands and buildings.
4. To encourage the most appropriate use of the land.
5. To minimize the adverse aesthetic impact of wireless communication facilities.
6. To minimize the number of wireless communication facility sites.
7. To encourage co-location by wireless communication companies on wireless communication facilities.
8. To ensure that WCF are sited, designed and screened in a manner that is sensitive to the surrounding neighborhood.
9. To avoid damage to adjacent properties.

### **Section 2 -- Definitions**

- a. Wireless Communications Facilities (“WCF”) Any and all materials, equipment, storage structures, towers, dishes and antennas, other than customer premises equipment, used by a commercial carrier to provide telecommunications and/or data services. This definition does not include facilities used by a federally licensed amateur radio operator.
- b. Tower Any antennae mounting structure, used by a commercial carrier to provide telecommunication and/or data services, that is utilized primarily to support reception or transmission equipment and that measures twelve (12') feet or more in its longest vertical dimension. The term “Tower” includes, but is not limited to, monopole and lattice towers.
- c. Communications Device Any antennae, dish or panel mounted out of doors on an already existing building or structure used by a commercial carrier to provide telecommunications and/or data services. The term “communications device” does not include a tower.

### Section 3 -- Special Permit & Site Plan Application and Jurisdiction

- a. WCF which include a Tower, and Communication Devices, shall be erected or installed within 500 feet of a divided highway within the Commercial Highway (CH) zoning district, Industrial Highway (IH) zoning district, and the Industrial C (IC) zoning district in compliance with the provisions of this Article and upon the grant of a special permit.
- b. WCF's which include a tower and communication devices, shall also be permitted by-right on all municipally-owned land throughout Westford, or in existing structures if completely located within the structures so as not to be visible, subject to site plan approval;
- c. Additional communication devices may be placed on existing towers which are in compliance with this article, subject to site plan approval;
- d. Notwithstanding anything to the contrary contained in the Zoning By-Law, the Planning Board shall be authorized to grant a special permit for the erection or installation of WCF towers.
- e. Notwithstanding anything to the contrary contained in the Zoning By-Law, the Planning Board shall be authorized to grant a special permit for a WCF which consists of a Communications Device on an already existing building or structure in the Commercial Highway, Industrial Highway, and Industrial C (IC) zoning districts.
- f. No WCF shall be erected or installed except in compliance with the provisions of this Article. The provisions of this Article apply to all WCF whether as a principal use or an accessory use and to any and all extensions, alterations, or additions to, or replacement or expansion of, existing WCF.

### Section 4 -- Review Standards

In addition to the Special Permit Review Criteria under the Town of Westford Zoning By-Law and Mass. Gen. Laws c.40A, Sec. 9, the Planning Board shall also review the special permit application in conformance with the following objectives:

1. When considering an application for a WCF which includes a Tower or an application for the alteration, expansion, extension, or replacement of an existing tower, the Planning Board shall take into consideration the proximity of the facility to residential dwellings. The base of all towers shall be no closer than three hundred (300) feet to a dwelling in a residential district.
2. New WCF which include a Tower shall be considered only after a finding that existing or previously approved Towers cannot accommodate the proposed users.
3. When considering a Special Permit for a Communications Device proposed to be placed on an already existing building or structure, the Planning Board shall take into consideration the visual impact of the unit from the abutting neighborhood and streets and the proximity of the unit to residential dwellings.
4. The Planning Board shall act on a Special Permit request for the placement of a WCF within a reasonable period of time and any denial shall be in writing and supported by substantial evidence contained in the record.

## Section 5 -- Special Permit and Site Plan Development Requirements

1. Any proposed Tower must be of the minimum height necessary to accommodate the use. There shall be a presumption that one hundred feet measured from the base of the tower to the highest point of the tower or its projections is a sufficient height.
2. The applicant shall arrange to locate a crane at the site in a manner that replicates the exact height and location of the proposed tower. The date and location of the crane siting shall be advertised at least fourteen (14) days, but not more than twenty-one (21) days, before the siting in a newspaper of general circulation in the Town.
3. There shall be no signs, except for announcement signs, no trespassing signs and a required sign giving a phone number where the owner can be reached on a twenty-four (24) hour basis. All signs shall conform with the sign requirements of this by-law.
4. Visual impacts of Towers and Communications Devices must be minimized by use of appropriate paint color.
5. Night lighting of Towers shall be prohibited unless required by the Federal Aviation Administration.
6. The siting of Towers shall be such that the view of the Tower from other areas of the town shall be as minimal as possible and shall be screened from abutters and residential neighbors as feasible. If it is demonstrated to the satisfaction of the Planning Board that the siting of the proposed facilities on municipal land, or within an existing structure is not feasible, then the

towers and facilities may be located on Commercial Highway, Industrial Highway, or Industrial C (IC) Land within five hundred (500) feet of a divided highway.

7. Shared use of Towers by commercial carriers is required unless such shared use is shown to be not technologically feasible.

8. All Towers and associated structures shall be designed to accommodate the maximum number of users technologically practical. Every special permit issued by the Board for a new telecommunications monopole or tower structure (a "Tower") shall be automatically subject to the condition that the permit holder must allow co-location upon the tower by other wireless communications providers upon commercially reasonable terms and conditions and without unreasonable delay (the "Co-location Condition").

9. Every Tower must be set back from the property line of the lot on which it is located in an amount at least equal to the height, including the base, of the Tower.

10. The height of Communications Devices located on a building or structure shall not exceed fifteen (15') feet in height above the highest point of the building or structure, except if incorporated into existing features of a structure (e.g., steeples, smoke stacks, etc.) in such a way as to be visually undetectable.

11. Communications Devices shall be situated on or attached to a building or structure in such a manner that they are screened whenever possible, shall be painted or otherwise colored to minimize their visibility, and shall be integrated into such structures or buildings in a manner that blends with the structure or building. Free standing antennas or dishes shall be located on the landscape, screened and painted in a manner so as to minimize visibility from abutting streets and residents. To the extent feasible, all network interconnections shall be installed underground.

12. Fencing shall be provided to control access to the base of all the WCF which include Towers, such fencing shall be compatible with the scenic character of the Town and shall not be of barbed wire or razor wire.

13. All WCF Towers must comply with all applicable Federal Communications Commission Rules and Regulations; annual certification of compliance must be provided.

14. All Towers must comply with all Federal Aviation Administration Rules and Regulations.

15. All towers shall be at least one hundred fifty (150') feet from existing buildings. The base of all towers shall be no closer than three hundred (300) feet to a dwelling.

16. Accessory buildings and or storage sheds shall not exceed one (1) story in height; no more than three hundred (300) square feet in floor area shall be available for each user; any buildings or storage sheds added to a site must be attached to and abut the original building or storage shed and must be compatible in appearance.

17. The maximum amount of vegetation shall be preserved.
18. Removal of Abandoned Towers and Facilities. Any tower or facility that is not operated for a continuous period of twelve (12) months shall be considered abandoned, and the owner of such tower and facility shall remove same within ninety (90) days of receipt of notice from the Town notifying the owner of such abandonment. If such tower or facility is not removed within said ninety (90) days, the Town may cause such tower or facility to be removed at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.

## Section 6 -- Special Permit and Site Plan Conditions

The following conditions shall apply to all grants of special permits and/or site plan approvals pursuant to this Article:

1. For all WCF, annual certification of compliance with Federal Communications Commission, Federal Aviation Administration and Federal, State and Local laws, rules and regulations must be provided.
2. If a Tower is on Town property, a Certificate of Insurance for liability coverage in the amounts of \$1,000,000.00 must be provided naming the Town as an additional insured.
3. If the Tower is on Town property, an agreement whereby the user indemnifies and holds the Town harmless against any claims for injury or damage resulting from or arising out of the use or occupancy of the Town owned property by the user.
4. For Towers on Town land, the execution of an agreement with the Town whereby the user shall, at its own expense, and within thirty (3) days upon termination of the lease or thirty (30) days of nonuse of the Tower, restore the premises to the condition it was in at the onset of the lease and shall remove any and all WCF thereon.
5. A maintenance bond shall also be posted for the access road, site and tower(s) in amounts approved by the Planning Board.
6. If a Tower is on Town property, an initial cash bond in a reasonable amount determined and approved by the Planning Board shall be in force to cover removal of WCF and restoration of site to the condition that the premises were in at the onset of the lease, when use of said WCGF becomes discontinued or obsolete. The amount is to be payable to the Town in the event that the user breaches the agreement in paragraph 4 herein.
7. For a Tower, execution of an agreement whereby the user will allow other carriers to lease space on the tower so long as such use does not interfere with the users use of the tower. There will be a presumption that a tower can accomodate more than one user.

## Section 7 -- Site Plan Approval

Site Plan Approval by the Planning Board is required for the siting and construction of all wireless telecommunication towers, antennae and facilities. If modification of a special permit is sought, the Planning Board may require approval of a new site plan.

A site plan submitted to the Planning Board for approval shall contain twelve (12) copies of a plan conforming to the requirements of 173-22 of this By-Law in addition, the following documentation:

1. Tower, antennae and facility location (including guy wires, if any) and tower and antennae height.
2. Eight (8) view lines in a one (1) mile radius from the site, shown beginning at True North and continuing clockwise at forty-five (45) degree intervals.
3. The locus map at a scale of 1:1000 which shall show all streets, bodies of water, landscape features, historic sites, habitats for endangered species within two hundred (200) feet and all buildings within five hundred (500) feet.
4. A copy of the requests made by the applicant to the Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission and the Massachusetts Department of Public Health to provide a written statement that the proposed tower complies with applicable regulations administered by the agency or that the tower is exempt from those regulations and a copy of the response from each agency. If such response is not received within sixty (60) days, the application will be considered incomplete with respect to the requirements of this subsection. The applicant shall submit any subsequently received agency statements to the Planning Board.

## Section 8 -- Severability

If any provision or section of this bylaw is determined to be invalid or unconstitutional by any authority, every other provision and section shall continue in force and effect.

Further amend section 173-13 (Table of Use Regulations), subsection D(31) (Commercial Communication and television tower) of the current Westford Zoning Ordinance to delete the current "SPA" notation under the "CH" & "IH" zoning columns, and replace both with a "SPB" notation. Furthermore, a "SPB" notation is also to be added under the "IC" zoning column.

**ARTICLE 32.** It was voted 93 Yes and 3 No, that the Town of Westford Zoning By-law be amended by deleting existing section 173-22 in its entirety, regarding site plan review, and substituting the following therefor:

## 173-22 Site Plan Review

### A. Applicability

General requirements. For nonresidential developments, no building permit shall be issued in any case where a building is to be erected or externally enlarged and no area for parking, loading or vehicular servide (including driveways giving access thereto) shall be established or substantially changed except in conformity with a site plan bearing endorsement of approval by the Planning board. This requirement shall apply to all uses listed in the Table of Use Regulations, Dec. 173-13 of this chapter, except the following: Residential, Subsection A(1) through (5); Agricultural, Subsection C(1); wholesale, extractive and manufacturing, Subsection F (1); and all accessory uses.

### B. Procedure

(1) As of Right Uses and Structures. An application for a building permit to perform work as set forth in Section 173-22.A shall be accompanied by a Site Plan approved by the Planning Board. Applicants for site plan approval shall submit five (5) copies of the site plan to the Planning Board for review. The Planning Board shall review and approve the site plan, with such conditions as may be deemed appropriate, within forty five (45) days of its receipt, and notify the applicant of its decision. The decision of the Planning Board shall be upon a majority of those present and shall be in writing. No building permit shall be issued by the Building Inspector without the written apprvoal of the site plan by the Planning Board, or unless 45 days lapse from the date of the submittal of the site plan without action by the Planning Board.

(2) Uses and Structures Requiring a Special Permit An application for a special permit to conduct any activity set forth in Section A shall be accompanied by four (4) copies of a site plan in accordance with the criteria specified below. Site plans accompanying applications for such special permits shall be referred by the Zoning Board of Appeals, where applicable, to the Planning Board within seven days of filing for its review and written report, and no special permit shall be issued by the Board of Appeals without the written approval of the site plan by the Planning Board, or unless 45 days lapse from the date of the receipt without action by the Planning board. Where the Planning board approves a site plan "with conditions", and said site plan accompanies a special permit application to the Board of Appeals, the conditions imposed by the Planning board shall be incorporated into the issuance, if any, of a special permit by the Board of Appeals.

### C. Plans Plans subject to this section shall show:

(1) Existing and proposed topography at 2 foot contour intevals;

- (2) A written statement detailing the proposed use and the design characteristics for the development, including but not limited to exterior building materials, architectural treatment, street furniture including all signs, both freestanding and attached, and the site and building landscaping.
- (3) Building elevation plan and floor plan(s) showing the front elevation of the building, its height and the layout of each floor with a tabular summary of the floor area and required parking.
- (4) Existing and proposed buildings and structures, including fences, loading areas, accessory buildings, waste disposal areas, and storage areas.
- (5) Water provision, including fire protection measures;
- (6) All Wetland lines;
- (7) Sanitary Sewerage;
- (8) All utilities serving the site (provisions shall be made to underground all on-site utility services);
- (9) Storm drainage, including means of ultimate disposal and calculations to support maintenance of the requirements in the Planning Board's Subdivision Rules and Regulations;
- (10) Lighting Plan;
- (11) Parking, access, and egress provisions;
- (12) Planting, landscaping, buffers and screening;
- (13) All boundary line information pertaining to the land sufficient to permit location of same on ground;
- (14) Compliance with all applicable provisions of this Zoning by-law.
- (15) Compliance with Americans with Disabilities Act (ADA).

D. Preparation of Plan. Site Plans shall be submitted on 24-inch by 36-inch sheets. Plans shall be prepared by a Registered Professional Engineer and/or a Registered Land Surveyor. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal. All plans shall have a minimum scale of 1"=200'.

E. Waiver of Technical Compliance. The Planning Board may, upon written request of the applicant, waive any of the technical requirements of Section C or D where the project involves relatively simple development plans, and may waive the associated fees for all municipal, state or federal projects.

F. Approval. Site Plan approval shall be granted upon determination by the Planning Board that the following conditions have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that the following conditions have been satisfied. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provisions for utilities and stormwater drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed in the Site Plan, after considering the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development, so as to:

- (1) Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of buffer vegetation displaced, the extent of stormwater flow increase from the site, soil erosion, and threat of air and water pollution;
- (2) Maximize pedestrian and vehicular safety both on - and off-site;
- (3) Minimize obstruction of scenic views from publicly accessible locations;
- (4) Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned;
- (5) Minimize glare from headlights through plantings or other screening;
- (6) Minimize lighting intrusion through use of such devices as cut-off luminaries confining direct rays to the site, with fixture mounting not higher than 20 feet;
- (7) Maximize the extent to which the proposed development is related harmoniously to the terrain and the use, scale and proportions of existing and proposed buildings in the vicinity that have functional or visual relationship to the proposed building(s).
- (8) Minimize contamination of groundwater from on-site waste-water disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances.
- (9) The Planning Board may allow multiple buildings on a lot in a CH or IH district by either approval of a site plan under Sec. 173-22 or by referring the application to Sec. 173-21 of this chapter.

G. Lapse. Site plan approval shall lapse after three (3) years from the grant thereof if a substantial use thereof has not sooner commenced except for good cause. Such approval may,

for good cause, be extended in writing by the Planning Board upon the written request of the applicant.

H. Regulations. The Planning Board may adopt and from time to time amend reasonable regulations for the administration of these Site Plan guidelines.

(Planning Board in Favor)  
(Selectmen in Support)

**ARTICLE 33.** It was voted unanimously to amend the Westford General By-Laws by deleting Chapter 61 in its entirety and substituting the following therefor:

## **CHAPTER 61** **HAZARDOUS MATERIALS STORAGE BY-LAW**

### **SECTION 1. AUTHORITY**

This by-law is adopted by the Town of Westford under its home rule powers, its police powers to protect the public health, safety, and welfare, and its authorization under G.L. c. 40, 5.21 (1).

### **SECTION II. PURPOSE**

The purpose of this by-law is to protect, preserve, and maintain the existing and potential groundwater supply, groundwater recharge areas, and surface water within the Town of Westford from contamination, and to protect public health and safety. Nothing in this by-law shall be construed as inconsistent with, or in interference with, the authority vested upon the Fire Chief under G.L., c. 148, or any state rules and regulations adopted pursuant thereto.

### **SECTION III. DEFINITIONS**

The following definitions shall apply in the interpretation and implementation of this by-law:

**Abandoned** means being out of service for a period in excess of 180 days, in the case of a Tank or Storage Facility for which a license is required under the provisions of G.L. c. 148, or for a period of 12 months, in the case of any other Tank or Storage Facility.

**Above-ground Tank or Storage Facility** shall mean any Tank or Storage Facility, whether inside or outside a building, which is not underground.

**Discharge** means the disposal, injection, dumping, spilling, leaking, incineration, or placing of any hazardous material or any constituent thereof into or on any land or water so that such material may enter the environment or be emitted into the air or discharged into any waters, including groundwater.

**Hazardous Materials** means any substance or mixture of physical, chemical, or infectious characteristics posing a significant, actual or potential hazard to water supplies or other hazards to human health if such substance or mixture were discharged to land or water. Hazardous materials include, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious wastes, acids and alkalis, and all substances defined as toxic or hazardous under G.L. c. 21C and 21E and 310 CMR 30.00, and also include such products as solvents and thinners.

**Hazardous wastes** shall mean any waste as set forth in G.L.c.21C.

**Leak** shall mean any uncontrolled movement of any hazardous material out of a Tank or Storage Facility or its components, or any uncontrolled movement of water into a Tank or Storage Facility or its components, measured as set forth in 527 CMR 9.02.

**Out of Service** shall mean not in use, with no regular filling or drawing; or not being maintained, without adherence to the requirements of this By-Law; or uncontrolled, without being attended or secured; or any combination thereof.

**Priority Pollutant** shall mean a hazardous material listed in 40 CFR Pt. 423, App. A, a copy of which is available from the Board of Health.

**Tank or Storage Facility** shall mean any structure used, or designed to be used, for the storage of hazardous materials of any kind. Tank or Storage Facility shall not include the storage of fuel oil for heating purposes in a free standing container of 330 gallons or less within a building, regardless of the number of such-sized tanks. The term shall include 55 gallon drums or containers of hazardous materials, but shall not include pesticides, fertilizers, and the like in the original package in quantities normally associated with household use.

**Town** shall mean the Town of Westford.

**Underground Tank or Storage Facility** shall mean any Tank or Storage Facility including piping in connection therewith, which meets at least one of the following criteria:

- a. The top of which is located below ground.
- b. Any portion of which is four feet or more below ground or as defined by G.L.c.527 CMR 9.00.

#### SECTION IV. REGISTRATION.

A. All Tanks or Storage Facilities for the storage of hazardous materials with a capacity to hold more than fifty (50) gallons liquid volume, twenty-five (25) pounds dry weight, or two (2) pounds of priority pollutants shall be registered with the Board of Health and the Fire Department, if applicable. Such registration shall contain the following information:

1. Name, address, and telephone numbers (day and night) of the owner or operator.

2. Capacity and contents of the Tank or Storage Facility, with specific description of the type of hazardous material being stored.
3. The date of installation of the Tank or Storage Facility, if available.
4. The type of Tank or Storage Facility construction, and indication of any leak detection methods in place.
5. The depth below ground level of the lowest and highest points of the Tank or Storage Facility, of the Tank or Storage Facility is underground.
6. Description of any previous leaks, including approximate dates, causes, estimated amounts, and repairs taken.
7. If the Tank or Storage Facility is underground, additional material as required by Section VI, herein.

B. Owners or operators of Tanks or Storage Facilities which meet the registration requirements of Section IV.A shall register such Tank or Storage Facility initially within ninety (90) days of the enactment of this By-Law, and annually thereafter within thirty (30) days of January 1st, provided, however, that such owners or operators with currently registered Tanks or Storage Facilities under the provisions of this Chapter 61 in effect prior to the adoption of this By-Law shall register such Tanks or Storage Facilities first within thirty days of January 1, 1998. Owners or operators of Tanks or Storage Facilities which later meet the registration requirements shall register such Tanks or Storage Facilities initially within thirty (30) days of meeting such requirements, and thereafter annually within thirty (30) days of January 1st.

C. In addition to registration, owners or operators of Tanks or Storage Facilities registered in accordance with Sections IV.A and IV.B shall maintain on the premises an inventory, reconciled on a monthly basis, of purchase, sale, use, disposal, or discharge of hazardous materials. The purpose of the inventory is to detect any product loss and to provide ongoing record of all hazardous materials within the Town over the registration period. If unaccounted for product loss is discovered in the monthly reconciliation, the owner or operator shall comply with the provisions of Section VII herein. Accurate daily inventory records required pursuant to G.L. c. 148 or any state regulation shall suffice for the purpose of this Section, and may be submitted, under Section IV.D below, in accordance with this By-Law.

D. Upon the request of the Board of Health, owners or operators subject to this Section shall produce within twenty-four (24) hours, their latest reconciled inventory.

## SECTION V. ABOVE-GROUND TANKS OR STORAGE FACILITIES

A. Surfaces underlying above-ground Tanks or Storage Facilities containing hazardous materials, or areas in which hazardous materials are used, transferred, or delivered to such Tanks

or Storage Facilities, shall be impermeable to the materials being stored, and shall be enclosed by a permanent dike if impermeable construction. The dike system shall be sufficient to contain the capacity of the largest Tank or Storage Facility plus 10% of the aggregate capacity of all other Tanks or Storage Facilities within the enclosure. Nothing in this Section shall be construed to replace the application of the dike requirements to Tanks or Storage Facilities licensued under G.L. c, 148.

B. Wastes containing hazardous materials shall be held on the premises in product-tight container for removal by a licensed carrier for disposal in accordance with G.L. c.21C.

C. Above-ground Tanks or Storage Facilities shall be prominently labeled to provide notice as to the types of hazardous materials stored within.

## SECTION VI. UNDERGROUND TANKS OR STORAGE FACILITIES.

A. In addition to the information set forth in Section IV, all owners or operators of underground Tanks or Storage Facilities containing hazardous materials, in any quantity, shall provide to the Board of Health and the Fire Department, if applicable, the following additional information:

1. The location of each Tank or Storage Facility on the premises, complete with sketch map
2. The age of each Tank or Storage Facility, evidence of the date of installation, including any permits, if applicable.

Such information shall be filed in the same manner, and at the same times, as that information required by Section IV, above.

B. All materials used in the construction of any underground Tank or Storage Facility shall be suitable for the purpose, and such Tank or Storage Facility shall be designed or constructed to withstand any normal stress to which it may be subjected. Where applicable, such Tank or Storage Facility shall be constructed in accordance with G.L. c. 148 and 527 CMR 9.00 et.seq., as amended.

C. Owners or operators of underground Tanks or Storage Facilities for which evidence of an installation date is not available shall, at the order of the Board of health, have such underground Tanks or Storage Facilities tested, in accordance with Section VI.D, herein. The Tank or Storage Facility shall be emptied, to the extent feasible, prior to such testing. If the Board of Health determines that the Tank or Storage Facility is not product-tight, it shall be repaired or disposed of under the direction of that authority in accordance with 527 CMR 9.00.

D. All steel underground Tanks or Storage Facilities with a capacity greater than 550 gallons shall be subject to mandatory testing 15 years after the date of installation, and annually thereafter, or if evidence of date of installation is not available, and the Board of Health so determines, in accordance with the standards of National Fire Protection Pamphlet No. 329, Chapter 4-3.10, or other test of superior or equivalent accuracy. The Tank or Storage Facility

shall be emptied, to the extent feasible, prior to such testing. Owners or operators may demonstrate to the Board of Health, pursuant to Section IX, herein, that such tests are not appropriate when, after a showing to the Board of Health of monitoring devices, double-walled construction, or equivalent safety precautions, the Board of Health determines that the underground tank or storage facility does not represent a threat to ground or surface water quality. Such variance shall be required yearly. Nothing in this subsection shall be construed to replace or supersede the testing requirements of G.L. c.148 or any state regulation promulgated thereunder.

E. The Board of Health recommends that all steel underground Tanks or Storage Facilities with a capacity of less than 550 gallons be removed immediately after the termination of the manufacturer's warranty for the facility, or after fifteen years of the date of installation of the facility, whichever last occurs.

F. Where the Board of Health has probable cause to believe that the underground Tank or Storage Facility has caused a leak or a discharge to occur, said Board may order the testing of such Tank or Storage Facility within three (3) work days.

G. If the testing required by this Section indicates that a leak or discharge has occurred, the owner or operator shall proceed in accordance with Section VII, herein.

H. Underground Tanks or Storage Facilities shall have appurtenances prominently labeled to provide notice as to the types of hazardous materials stored within.

## SECTION VII. DEFECTS.

A. All leaking Tanks or Storage Facilities must be reported to the Board of Health or the Fire Chief and emptied by the owner or operator within twelve (12) hours, or as prescribed by state regulation, after detection of any leak.

B. The Board of Health shall determine whether any Tank or Storage Facility or its components that have been identified as the source of a leak shall be repaired, or removed and replaced, and shall notify the owner of its decision. In making its determination, the Board of Health shall be governed by the provisions of G.L. c. 148 and 527 CMR 9.00.

C. If the Board of Health determines that a Tank or Storage Facility or its components shall be removed, any removal shall be completed within ninety (90) days after that authority has notified the owner, in writing, of its decision.

## SECTION VIII. ABANDONMENT AND OTHER CONCERNS.

A. The holder of any license issued pursuant to G.L. c. 148 for underground storage of any liquid hazardous material shall notify the Board of Health and the Fire Chief whenever the provisions of said license ceased to be exercised. Upon such notification, the Fire Chief shall prescribe appropriate action under G.L. c. 148 and applicable state regulations.

B. All other Tanks or Storage Facilities, not regulated by G.L. c. 148, shall be regulated as follows:

1. The owner of Tank or Storage Facility with an intent to abandon such Tank or Storage Facility shall promptly notify the Board of Health and the Fire Chief of the decision to abandon. Except as provided in Section VIII.B.3, no Tank or Storage Facility may be abandoned in place.
2. Abandoned tanks shall be emptied of all hazardous materials under the direction of the Board of Health. The product and tank shall be disposed of, at the owner's expense, as directed by that authority.
3. If the owner of a Tank or Storage Facility, which is located under a building and which cannot be removed from the ground without first removing the building, decides, in conjunction with the Fire Chief under the provision of 527 CMR 9.00, to abandon said Tank or Storage Facility, the owner shall promptly notify the Board of Health of this decision, and, subject to the directions of the Board of Health, have all the hazardous materials removed from the Tank or Storage Facility and have same filled with a concrete slurry mix as set forth in 527 CMR 9.00, or as prescribed by the authority having jurisdiction.
4. If the Board of Health determines that a Tank or Storage Facility or its components shall be removed, any removal shall be completed within ninety (90) days after that authority has notified the owner, in writing, of its decision.

## SECTION IX. VARIANCES.

A. The Board of Health may vary the application of any provision of this By-Law, unless otherwise precluded by law, when in its opinion, the applicant has demonstrated that an equivalent degree of environmental protection required under this By-Law will still be achieved. The applicant at his own expense must notify all abutters by certified mail at least ten days before the hearing at which such variance request shall be considered. The notification shall state the variance sought and the reasons therefor. The Board of Health shall also notify, within fourteen (14) days of receipt of a variance request, the Fire Chief, Conservation Commission, and Building Inspector, of any variance requested under this Section, for their response in writing. The Board of Health shall hold a hearing on such variance request within forty-five (45) days of its receipt. Any variance granted by the Board of Health shall be in writing, as shall be any denial of a variance request, and shall contain a brief statement of the reasons for the granting or denial of the variance.

## SECTION X. FEES.

- A. The Board of Health may charge reasonable fees and shall publish a fee schedule.
- B. The Board of Health may charge for additional expenses incurred in the enforcement of this Chapter 61.

C. Any person registering a Tank or Storage Facility pursuant to this Chapter 61 shall pay a fee to the Town's Board of Health. Such fee shall be due on the same date as the initial or annual registration. Failure to pay the fee shall constitute a violation subject to the penalties contained herein.

## SECTION XI. ENFORCEMENT.

- A. All discharges of hazardous material within the Town are prohibited.
- B. Any person having knowledge of any discharge of hazardous materials shall immediately report the discharge to the Board of Health and the Fire Chief.
- C. The Board of Health or its agents may enter upon privately owned property for the purpose of performing their duties under this By-Law.
- D. Any person who violates any provision of this By-Law shall be punished by a fine of not more than \$300.00. Each day or portion therof during which a violation continues shall constitute a separate offense; if more than one violation exists, each condition shall constitute a separate offense. Upon the request of the Board of Health or the Fire Chief, the Board of Selectmen shall take such legal action as is necessary to enforce this By-Law.

## SECTION XII. SEVERABILITY

If any provision of this General By-Law is held to be unconstitutional, or in violation of state law, it shall not affect any other provision or the administration thereof.

**ARTICLE 34.** It was voted 88 Yes and 5 No to amend the Code of Town of Westford Section 173-9, locations and boundaries of districts, in the following respect: to change the zoning district for property located at 364 Littleton Road from a Industrial Highway (IH) zone to a Commercial Highway (CH) zone.

It was voted to adjourn the meeting at 9:25 P.M.

A True Record: ATTEST

Elaine V. McKenna  
Town Clerk

**SPECIAL TOWN MEETING**  
**MAY 10, 1997**

At a legal meeting of the inhabitants of the Town of Westford, qualified by law, to vote in Town Affairs, held at the Abbot School on Saturday, May 10, 1997 the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. The attendance was 432 (A quorum of 200 was needed).

Ellen Harde, Town Moderator, called the meeting to order at 12:10 PM.

Before business was conducted, the Annual Gordon Seavy Award was presented to the Net Day Committee to a standing ovation. Standing Ovations were also given to several Board Members for recognition and service to the Town. Bob Herrmann (Board of Selectmen for 12 years), Paul Royte (School Committee for 3 years), and Denali Delmar (Planning Board for 6 years).

**ARTICLE 1.** It FAILED for the lack of a majority, that the Town amend Article 31, passed at the 1991 Annual Town Meeting to insert the following language at the end of sub paragraph (a) as follows: "Said school building shall be used by the Council on Aging as an elder services center for nutritional, recreational, educational and administrative facilities. The Council on Aging shall not use, nor allow any other person, group, or entity to use said school building for any use prohibited by the Town of Westford's Zoning By-Laws. All land in both Parcel A and Parcel B not already covered by the Cameron School or with paved parking as of May 11, 1991, shall remain and be retained as it currently exists and shall not under any circumstances be used for the parking of motor vehicles.

**ARTICLE 2.** It was voted unanimously that the Town transfer various sums between and among various accounts for the fiscal year ending June 30, 1997 as set forth below:

FROM:	Acct. # 91140/57803	Health Insurance	\$	40,000.00
TO:	Acct. # 30540/50110	School Operational SPED		40,000.00
FROM:	Acct. # 91140/57803	Health Insurance	\$	7,000.00
FROM:	Acct. # 54240/52147	Veterans Expenses		2,680.00
FROM:	Acct. # 91140/52293	Senior Tax Rebate		5,000.00
FROM:	Acct. # 15240/52268	Compensation Reserve		5,000.00
TO:	Acct. # 43141/52120	Curbside Collection		19,680.00
FROM:	Acct. # 54240/52147	Veterans Expenses	\$	4,420.00
TO:	Acct. # 63042/58022	Recreation Capital Repairs		4,420.00
FROM:	Acct. # 54240/52147	Veterans Expenses	\$	900.00
TO:	Acct. # 63040/52019	Recreation - Postage		900.00

FROM: Acct. # 91140/57803	Health Insurance	\$ 1,000.00
TO: Acct. # 12381/58001	Town Manager Capital	1,000.00
FROM: Acct. # 44021/51204	Hwy Seasonal laborers	\$ 2,000.00
TO: Acct. # 49140/52131	Cemetery Ground Maint.	2,000.00
FROM: Acct. # 45282/58090	Water Storage Tank	\$ 16,309.61
TO: Acct. # 45240/52048	Water Bldg Repair & Maint	16,309.61
FROM: Acct. # 45282/58090	Water Storage Tank	\$ 61,533.61
TO: Acct. # 45284/58017	Water Master Plan Impl	61,533.61
FROM: Acct. # 45282/58090	Water Storage Tank	\$ 1,386.76
TO: Acct. # 45213/51143	Water Superintendent	1,386.76
FROM: Acct. # 45282/58090	Water Storage Tank	\$ 981.36
TO: Acct. # 45215/51108	Water Billing Supervisor	981.36
FROM: Acct. # 45282/58090	Water Storage Tank	\$ 14,680.16
TO: Acct. # 45217/51144	Water Maint. Workers	14,680.16
FROM: Acct. # 45282/58090	Water Storage Tank	\$ 997.84
TO: Acct. # 45215/51148	Water Senior Secretary	997.84
(Finance Committee Approved)		

**ARTICLE 2(b).** It was voted unanimously that the Town appropriate Twenty Thousand Four Hundred Twenty Six Dollars and Sixty Cents (\$20,426.60) from the Abbot Repairs completed project, and Three Hundred Twenty Two Dollar and Twenty Eight Cents (\$322.28) from the Day Fire Alarm Systems completed project, pursuant to M.G.L. Chapter 44, Section 20, to the following accounts:

Acct. # 320/32714	School Capital Day Classroom	\$ 13,816.75
Acct. # 320/32709	School Capital All Weather Track	3,540.00
Acct. # 320/32711	School Capital Nab Parking Lot	3,392.13
TOTAL		\$ 20,748.88
(Finance Committee Approved)		

**ARTICLE 3.** It was voted 247 Yes and 99 No to amend the following by-law.

WHEREAS, there have been significant changes in the past year in the federal law regulating wireless communications facilities because of the enactment of the Telecommunications Act of 1996 by the United States Congress; and

WHEREAS, there have been significant changes in the state law regulation the zoning of wireless communications facilities because of the decision and reconsideration of the Department of Public Utilities in the Nextel/Town of Sterling case; and

WHEREAS; the Telecommunications field is experiencing rapidly evolving technology which offer alternatives to towers such as placement of antennas on buildings and water tanks; and

WHEREAS, the Town has a limited number of potential sites which would be acceptable for the installation of wireless communications facilities; and

WHEREAS, the Town is a prime area for wireless communications facilities because of its proximity to Routes 495 and 3; and

WHEREAS, the Town wishes to take into account probable future development, to prevent ill-advised development and to plan for the welfare of its present and future inhabitants; and

WHEREAS, the Planning Board must review the changes in the law, published reports which demonstrate which designs are preferable, reports regarding the feasibility of co-location and then must devise an orderly process for granting permits and draft a recommended bylaw which is comprehensive, practical, equitable, encourages co-location, minimized the number, height and size of facilities and addresses the concerns of the Town; and

WHEREAS, the Town wishes to act carefully in a field with evolving law and technology; and

WHEREAS, the Planning Board has begun zoning bylaw review but has concluded that five (5) additional months are needed to complete its review.

NOW, THEREFORE, the Town of Westford Zoning Bylaw is further amended by adding a new paragraph as follows:

No commercial wireless communications facilities, including but not limited to towers and antennas, shall be constructed in the Town of Westford, nor shall a permit for said construction be issued for a period of five (5) months from the effective date of this bylaw. The Town shall not accept applications for special permits and site plan approvals for wireless communications facilities for ninety (90) days from the effective date of this bylaw. After said ninety (90) days, the Town shall accept said applications and schedule hearings thereon. This bylaw does not apply to the construction or use of facilities by a federally licensed amateur radio operator as protected by Mass. Gen. Laws, Chapter 40A, Section 3.;

and adding to Section 173-5 (Definitions) as follows:

Wireless Communications Facilities -- Any and all materials, equipment, storage structures, towers and antennas, other than customer premises equipment, used by a telecommunications carrier to provide telecommunications services.

(Board of Selectmen Disapprove)  
(Planning Board in Favor)

It was voted unanimously to Adjourn the Special Town Meeting at 3:40 PM.

A True Record: ATTEST

Elaine V. McKenna  
Town Clerk

***TOWN OF WESTFORD***  
***SPECIAL TOWN MEETING***  
***OCTOBER 7, 1997***

At a legal meeting of the inhabitants of the Town of Westford, qualified by law, to vote in Town Affairs, held at the Abbot School on Tuesday, October 7, 1997, the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. A quorum of 200 was present.

Ellen Harde, Town Moderator, called the meeting to order at 7:35 P.M.

Before the meeting convened, there was a moment of silence for Don Robinson, who served the Westford Fire Department for 33 years.

There was also recognition for Elaine McKenna who has worked for the Town of Westford for 25 years, and for Claire Stepnitz who is leaving the Finance Committee after many years of service.

It was voted unanimously to allow the following non-residents to sit on Town Meeting floor. Glenn Fratto - Town Manager; Mike Dugas - Principal Assessor; Jeff Chelgren - Director of Land Use Management; Frank Messer - Finance Director; and Linda Schreiber - Assistant Librarian.

**ARTICLE 1.** It was voted to accept the report and recommendations of the Trash Fee Study Committee.

The Committee was formed at the request of Town Meeting and appointed by the Board of Selectmen. The charge of the committee was to study the institution of fees to provide for some or all of the costs of solid waste curbside collection, and to prepare a recommendation on such fees for the Selectmen and the Town by the Fall Special Town Meeting.

To this end we looked at the history of trash collection in Westford, gathered data from surrounding towns and researched information from the EPA relative to trash fees.

Data from other Communities points toward one option for imposing fees in Westford. That would be a fee-per bag structure. Since Westford doesn't have a transfer station, it would not be feasible to issue any type of permit, and charging per household seems to present a question of fairness.

Data from Other Communities

Town	Fee	Trash Collection
Chelmsford	No Fee	Curbside
Lowell	\$18/quarter	Curbside
Littleton	\$100/year	Transfer Station
Tewksbury	No Fee	Curbside
Acton	\$100/year	Transfer Station

We tried to evaluate both sides of this issue. The implementation of fees would provide some arguable benefits.

Free up cash for use by other departments - By charging a fee, we could free up tax revenue currently allocated to solid waste for other uses. This would be accomplished not by saving the Town money, but by charging the taxpayer more.

Save money by reducing tonnage and increasing recycling - For a usage based fee, as opposed to a flat fee, this could be true. However there are other ways of achieving this goal. Instead of making trash disposal more burdensome, we could make recycling less burdensome. A cost effective and customer friendly means of achieving this would be curbside pickup of all recyclables; paper, glass, plastic and metal and newspapers.

Encourage “reduce, reuse, recycle” - We should encourage this because it's the right thing to do. Recycling is only one part of this equation, and while it is already mandatory, more education is needed to be sure everyone is doing their part. This is true with or without trash fees.

There are also compelling reasons, however, why trash fees would be inappropriate.

Service fee is another “tax” outside the limits of Prop 2 ½ - If the Town needs additional revenue, we have a system in place to ask the residents. We would not recommend that any fee be instituted without first taking the pulse of the town by placing a referendum question on the ballot. Such a referendum was soundly defeated in May 1991 by a vote of 1,046 in favor and 3,941 opposed. Trash fees will not work unless the majority of the town is in favor of them.

Non-deductible from income taxes - When the Town needs to raise revenue, for any reason, the method should be the least painful. Property taxes are deductible on federal income taxes, fees are not. Additionally, fees don't have any safeguards against escalation. Property taxes are protected under Prop 2 ½.

Dumping - A usage based fee may encourage illegal dumping. In addition to the obvious unpleasant results of dumping, it places an additional burden on the Town to police and control such activity.

Costs and Problems with implementation - Any fee structure that is imposed would have certain costs associated with it. The main point to emphasize is that once user fees are imposed on any service, the Town cannot force anyone to use its service provider. This means that if the Town were to impose a per-bag fee, people would be free to engage another hauler. The Town would therefore have to license others haulers in Town. While the license could be structured in such a way as to require that trash be brought to the North Andover facility, it would be cumbersome to implement and monitor. This would require additional personnel to oversee the licensing and administration of this system.

Not a long term solution to revenue needs - Even with the institution of fees, the problem of increasing costs isn't solved. The escalating costs of the NESWC contract will necessitate constantly increasing fees or dipping into the tax revenue again. The taxpayers would have no control over when, and if, fees are increased.

Sets a bad precedent - We feel that eliminating services to free up cash sets a bad precedent. What happens tomorrow when we need more cash? What service will we eliminate next? Let's not take the easy path of charging for services that are already paid for in the budget. The Town should strive to improve services, not reduce them.

## Recommendations

It is the unanimous recommendation of the Trash Fee Study Committee that the implementation of trash fees is not in the best interests of Westford at this time. While trash fees may be mandated at some future date, we do not feel that instituting trash fees is advisable for Westford at the present time. It is neither feasible in light of the NESWC contract, nor necessary given the present financial climate. If fees are instituted, the advice from various sources is that the town get out of the trash business and turn the entire operation over to private haulers. As long as we are involved in the NESWC contract that doesn't seem like an option for Westford.

We would recommend that the town, private citizens as well as municipal departments, be encouraged to reduce the amount of trash that is hauled away as solid waste. If we can reduce solid waste by 2400 tons a year, the amount by which we now exceed our GAT, we could save \$100,000 annually.

Through education, we would like to encourage people to be more aware of what can and should be recycled. If recycling is as easy as putting out your trash, we should see a greater participation, thereby reducing solid waste tonnage.

Another option could be to limit the amount of trash per household. The amount of trash picked up each week could be limited to some pre-determined amount. More research and education of the public would have to be done if this option were pursued.

The purpose of town government is to provide value to its customers. Value is achieved by reducing the cost and increasing the quality of service. A trash fee fails both tests. It does not reduce the cost to the customer, nor does it increase the level of service provided.

Trash Fee Study Committee

Jean Drula, Chair

Seth Hillman

Veronica Otto

Jonathan Raichek

Stephen Young

(Board of Selectmen Approve)

**ARTICLE 2.** It **FAILED** for the lack of a majority, that the Pay Classification Plan for exempt personnel be amended as follows:

### Westford Pay Classification Plan for Exempt Employees - July 1, 1998

Classification	Pay Range Min-Max/Performance Max	Job Title
Executive Staff	47,580 - 67,500 / 71,940	Police Chief Finance Director Fire Chief Land Use Director
Senior Staff	37,770 - 53,505 / 58,750	Library Director Highway Superintendent Water Superintendent

<u>Classification</u>	<u>Min-Max/Performance Max</u>	<u>Job Title</u>
Senior Staff (Cont'd)	37,770 - 53,505 / 58,750	Principal Assessor Police Lieutenant Health Care Services Director Community Services Director Engineering Services Director
Management Staff	32,380 - 43,060 / 46,620	Town Clerk Town Accountant Tax Collector Building Commissioner Dir., Environmental Services Dir., Elder Services Assistant Library Director
Administrative Staff	27,760 - 36,925 / 39,980	Conservation Coordinator Recreation Coordinator Animal Control Coordinator Sanitarian Building Inspector Senior Librarian Administrative Assessor Assistant to Water Supt. Assistant Town Accountant Dept. Office Managers Assistant to Town Manager (Board of Selectmen 4-1 in Favor) (Finance Committee 8 Opposed 1 Abstention)

**ARTICLE 3.** It was voted that the Town accept the report and recommendation of the Recycling Commission regarding future recycling initiatives, and, further, that the Town raise and appropriate the sum of \$8,000 to implement those recommendations.

#### **Recycling Commission Recommendation**

Continue Redcycling in the Most Cost Effective Manner  
Request \$8,000 for a site survey of the most favorable drop-off location

#### **What We Know**

Cost to Drop-off today	\$ 106 K
June 1996 Curbside Bid	\$ 130 K
Cost to Develop 110 Site	\$ 650 K
If Developer Provides Road	\$ 400 K
\$400 K bond over 10 yrs	= \$ 64 K per year

+ Today's Drop-Off Cost = \$106 K per year  
Total Drop-Off Cost = \$170 K per year

#### What We Don't Know

Current Curbside Bid and Other Drop-Off Sites Available.

#### Next Steps

Obtain Current Curbside Bid

Identify and Evaluate Potential Drop-Off Sites

Select Most Desirable Drop-Off Site

Perform Site Survey

Obtain Site Development Cost Estimate

Make Final Recommendation

#### Summary

Today's Program Works

Don't Rush Decision Based on Estimates & Incomplete Information

Take Time to do Research, Get Real Costs

Make Final Decision Based of Facts

(Board of Selectmen 4 - 1 in Favor)

(Finance Committee Unanimously Opposed)

#### ARTICLE 4. It was voted to withdraw this Article. (Payment of Un-Paid Bills)

#### ARTICLE 5. It was voted that the Town raise and appropriate the sum of \$257,125 for the following specific purpose for Fiscal Year 1998:

A. Uniforms for Fire Dept. Personnel:	\$ 7,975	(22040/51700)
B. Computer Upgrade in Assessors Office:	\$ 60,000	(14181/52273)
C. Heath Insurance Account:	\$ 125,000	(91140/57803)
D. Wage Account for Fire Dept. Dispatchers:	\$ 6,600	(22025/51119)
E. Growth Related Impact Account:	\$ 45,550	(12341/52005)
F. Set-Aside for Matching Grants:	\$ 12,000	(12341/52270)

(Board of Selectmen Approve)

(Finance Committee Approve A-D, Dissapprove E+F)

#### ARTICLE 6. It was voted that the Town amend Section 4(H) of the Town's Personnel By-Law to provide the following schedule of increased longevity payments to exempt personnel:

After 5 years of continuous service	\$ 500
After 10 years of continuous service	\$ 750
After 15 years of continuous service	\$ 1,000
After 20 years of continuous service	\$ 1,300
After 25 years of continuous service	\$ 1,500
After 30 years of continuous service	\$ 1,700

and, further, that the Town raise and appropriate the sum of \$ 950 to fund the amended schedule for Fiscal Year 1998.

(Board of Selectmen Approve)

**ARTICLE 7.** It *FAILED* for the lack of a majority that the Town raise and appropriate the sum of \$30,000 for engineering costs to design and analyze the costs of extending the water main from Route 40 (Groton Road) down Dunstable Road.

(Board of Selectmen Opposed)  
(Finance Committee Opposed)

**ARTICLE 8.** It was voted that the Town transfer the sum of \$2,000 for the Board of Appeals Account #17615-51148 personal services to account #17640-52024 operating expenses.

(Board of Selectmen Approve)  
(Finance Committee Approve)

**ARTICLE 9.** It was voted that the Town transfer the sum of \$100,000 from the Water Department master Plan Implementation Fund to the Fletcher Pumping Station to pay for the additional engineering and monitoring necessary for Department of Environmental Protection approval, and for the design and construction of the Fletcher Well and Pumping Station.

(Board of Selectmen Approve)  
(Finance Committee Approve)

**ARTICLE 10.** It was voted unanimously that the Town vote to appropriate funds in the amount of \$290,000 to supplement the existing funds available to construct a water storage tank at the location known as Greystone; further, that to meet said appropriation the Treasurer with the approval of the Selectmen is authorized to borrow the sum of TWO-HUNDRED NINETY THOUSAND (\$290,000) DOLLARS under and pursuant to Chapter 44, Section 8(4) of the General Laws or any other enabling authority; said sum to be expended under the direction of the Water Department.

(Board of Selectmen Approve)  
(Finance Committee Approve)

**ARTICLE 11.** It was voted by a 2/3 majority that the Town appropriate funds in the amount of ONE MILLION TWO HUNDRED THOUSAND (\$1,200,000) DOLLARS for the purchase of an in interest in fee simple in the so-called "Picking Land" on Route 40 and that to raise this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of ONE MILLION TWO HUNDRED THOUSAND (\$1,200,000) DOLLARS pursuant to M.G.L. Ch. 44 Sec. 7(3), or any other legal authority; further, that this vote shall be contingent upon the passage of a referendum question pursuant to M.G.L. C59, Sec. 21C of a "debt exclusion" at a special election to be held within forty-five (45) days of the approval of this article; further, that parcels C and D of such land, as delineated on the map prepared by LandTech dated Oct. 2, 1997 containing 47 acres, more or less, shall be placed under the care, custody and control of the Conservation Commission for conservation and passive recreation as authorized in M.G.L. Ch.40, Sec. 8C; further, that the Conservation Commission, with the concurrence of the Board of Selectmen, is authorized to seek reimbursement for all or a portion of the acquisition cost by applying for state and federal grants, including, but not limited to, the Self Help Act, M.G.L. c132A, s11, and further to enter into any necessary contracts related thereto. (LandTech map is on file in the Town Clerk's Office for viewing)

(Board of Selectmen & Planning Board Approve)  
(Finance Committee Oppose)

**ARTICLE 12.** It was voted unanimously that the Town vote to accept the following roads as public ways, pursuant to M.G.L. C.82, as laid out with boundaries and measurements, and filed with the Town of Westford.

1. Chatfield Circle	5. Chicory Road	10. Magnolia Drive
2. Hopkins Place	6. Greenbrier Drive	11. Primrose Lane
3. Kayla Drive	7. Heather Drive	12. Rosebud Lane
4. Steeple Chase Circle	8. Honeysuckle Road	13. Thistle Lane
	9. Indigo Lane	14. Wintergreen Lane

(Board of Selectmen Approve)  
(Planning Board Approve)

**ARTICLE 13.** It was voted unanimously that the town vote to amend its scenic roads by-law by designating Old Road as a scenic road.

(Board of Selectmen Approve)  
(Planning Board Approve)

It was voted to adjourn the Special Town Meeting at 10:50 P.M. until Wednesday, October 8, 1997, 7:30 P.M., at the Abbot School.

A True Record: ATTEST

Elaine V. McKenna  
Town Clerk

**TOWN OF WESTFORD**  
**ADJOURNED SPECIAL TOWN MEETING**  
**OCTOBER 8, 1997**

At a legal meeting of the inhabitants of the Town of Westford, qualified by law, to vote in Town affairs, held at the Abbot School on Wednesday, October 8, 1997 (Adjourned from Tuesday, October 7, 1997) the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. A quorum of 200 was present.

Ellen Harde, Town Moderator, called the meeting to order at 7:50 P.M.

**ARTICLE 14.** It was voted with a 2/3 majority that Pursuant to M.G.L. C.40 S. 15A, the Town transfer from the Water Commissioners to the Cemetery Commissioners, the care, custody, and control of ten (10) acres, more or less, of land off Patten Road, said parcel located at the west side of the entire parcel thirty acres, more or less, and bisected by an easement of New England Power Company, and bounded by the power lines, Patten Road and the Russian Cemetery, the Rooks Way subdivision and Forge Village Road; the entire parcel being referred to as parcel #20-43, Book 1239, Page 42, in the Middlesex North Registry of Deeds, further that such transfer shall be subject to the following conditions:

1. The Cemetery Commissioners agree to restrict initial development of the cemetery to the area containing approximately three acres across from the Patten Road access which abuts the Russian Orthodox Cemetery;
2. As the need arises, additional acres may be developed, one acre at a time, in progression towards Forge Village Road;
3. The land to be developed in a "park-like" manner to establish landscaping, including shrubs and both deciduous and flowering trees to replace those cut from the existing forest;
4. If at such time in the future as the Cemetery Commissioners determine that it has no further need or use for the land for grave sites, the remaining undeveloped land will be transferred back to the care, custody and control of the Water Commissioners;
5. The Cemetery Commissioners will maintain or replace the existing buffer of trees on the westerly side of the parcel, adjacent to the Rooks Way subdivision;
6. This vote shall be conditional upon the ability of the Cemetery Commission to obtain authorization from the Massachusetts Department of Environmental Protection to develop a cemetery in the parcel in question.

(Board of Selectmen Approve)

**ARTICLE 15.** It was voted 130 Yes, 51 No, 19 Abstentions, that the Town amend the Westford Zoning By-law, Chapter 173 of the Westford Code, by amending the zoning map to rezone from the RA (Residence A) Zone to CH (Commercial Highway) Zone, the land situated southerly of Littleton Road, being portions of the parcels shown on Assessors' Map 17 as Parcels 88, 91 and 90 and being more fully described as follows:

Beginning at a point in the line which forms at the intersection of the existing CH Zone and the existing RA Zone, at the land of the Town of Westford, southerly of Route 110 and westerly of Carlisle Road; thence running southeasterly by the land now or formerly of Palmer, now supposedly belonging to Very Fine Fruit Juice Company, a distance of approximately 600 feet; thence southwesterly by two courses a distance of 378.5 feet and 279.8 feet by land of others, said land being zoned IH, to a point; thence westerly a distance of 278.02 feet; thence northerly a distance of 450 feet, in part by land now or formerly of Mary W. Kline to land now supposedly of Harrison Burbeck Lamb; thence westerly along a stone wall of Lamb's property a distance of 955 feet, to a drill hole set; thence northerly by land of the Westford Swim and Tennis Club by three (3) courses a distance of 246 feet, 309.21 feet and 49 feet, more or less, at land now former of Spound, being an existing CH Zone line located approximately 542 feet southerly of Littleton Road, thence easterly by existing CH Zone line, a distance of approximately 1000 feet to the point of beginning.

(Board of Selectmen Approve)

(Planning Board Oppose)

**ARTICEL 16.** It was voted to withdraw this article. (Rezoning 7 Littleton Road)

**ARTICLE 17.** It was voted 163 Yes 66 No that the Town, pursuant to M.G.L. C.40 S.3 authorize the Board of Selectmen to transfer the care, custody, and control to the Westford Housing Authority, a parcel of land, said parcel being approximately six (6) acres of a larger parcel of land being shown as Assessors' Map 23, Lot 46, said parcel being located behind the parcel known as 7 Littleton Road.

(Selectmen Approve)

(Planning Board Opposed)

**ARTICLE 18.** It was voted that the Town, pursuant to M.G.L. C.40, S.3, authorize the Board of Selectmen to sell and convey a parcel of land situated on the southeasterly side of Littleton Road, being shown as Assessors' Map 17, Lot 91, generally located behind property known as 228 Littleton Road.

(Selectmen Approve)

(Planning Board Opposed)

**ARTICLE 19.** It was voted unanimously that the Town amend Section 173.46 of Article IX, of the Zoning by-law, Chapter 173 of the Westford Code, governing the siting of Wireless Communications Facilities by deleting the existing Article in its entirety and inserting in place thereof the following:

### **Wireless Communications Facilities**

#### **Section 173-46 Siting of Wireless Telecommunications**

##### **A. General Provisions and Guidelines**

The purpose of this Article are:

1. To preserve the health, safety and general welfare of the community.
2. To guide sound development.

3. To preserve the value of lands and buildings. Sites shall be located to minimize any adverse affect on residential property values.
4. To encourage the most appropriate use of the land.
5. To minimize the adverse aesthetic impact of wireless communication facilities. Telecommunications facilities shall result in a minimal visual impact for those residents in the immediate area and for those in the larger community who view these facilities from a distance. Facilities shall be located to avoid a dominant silhouette. Siting of these facilities shall also consider the preservation of major view corridors of surrounding residential areas and major roadways. Less obtrusive facilities are preferred as are those in commercial and industrial zones.
6. To encourage co-location by wireless communication companies on wireless communication facilities when the result is a lesser overall visual impact.
7. To ensure that wireless communication facilities (WCF) are sited, designed and screened in a manner that is sensitive to the surrounding neighborhood.
8. To avoid damage to adjacent properties.
9. To permit WCF's within permitted zones, as set forth in section "C" below, in the following order of preference:
  - a. On pre-existing structures as defined below;
  - b. In the median strip of a divided highway; and
  - c. In locations where the existing topography, vegetation, buildings, and other structures provided the greatest amount of screening for a new WCF.

## B. Definitions

1. Wireless Communications Facilities ("WCF") -- Any and all materials, equipment, storage structures, towers, dishes and antennae, other than customer premises equipment, used by a commercial carrier to provide telecommunications and/or data services. This definition does not include facilities used by a federally licensed amateur radio operator.
2. Tower -- Any antennae mounting structure, used by a commercial carrier to provide telecommunication and/or data services, that is utilized primarily to support reception or transmission equipment and that measures twelve (12') feet or more in its longest vertical dimension. The term "tower" includes, but is not limited to, monopole and lattice towers.
3. Communications Device -- Any antennae, dish or panel mounted out of doors on an already existing building or structure used by a commercial carrier to provide telecommunications and/or data services, including storage. The term "communications device" does not include a tower.
4. Pre-existing Facilities and Structures -- includes buildings, roof tops, flag poles, light posts, church steeples, water towers, electrical transmission towers, telephone poles or any other pre-existing structure capable of supporting a WCF. Pre-existing facilities also include monopole and lattice towers that are currently used to support a WCF. Pre-existing facilities and structures explicitly exclude residential structures and/or properties with a principal residential use.

## C. Application Process

The application process is broken down into two distinct phases, the preliminary application phase and the application phase. The preliminary application phase is designed to allow the applicant and the Town to begin coordination on the proposed site. The application phase is designed to provide the Town with sufficient written documentation to facilitate a comprehensive review of the application. In this way, the Planning Board will be equipped to make an informed decision based on substantial written evidence as required by the Telecommunications Act of 1996.

### (1) Application Requirements

- a. In consultation with the Planning Staff and at least 30 days prior to the submission of an application, the applicant is encouraged to submit preliminary project information to the Planning Board for a review and discussion.
- b. The applicant shall arrange to locate a crane at the site in a manner that replicates the exact height and location of the proposed tower. The crane shall be marked at a height that is 15 feet below the height of the proposed WCF. The date and location of the crane siting shall be advertised at least fourteen (14) days, but not more than twenty-one (21) days, before the siting in a newspaper of general circulation in the Town. The date shall be coordinated with the Planning Board to ensure the availability of the Board to view the simulated tower. The crane shall remain in place for a period of at least 48 hours.
- c. The applicant shall work with the Town to develop a detailed list of streets in the surrounding area from which the proposed facility could be visible. The applicant shall then drive on each of the designated streets to determine if the facility is visible. In winter months, the applicant shall assess the visibility of the proposed facility as if it were summer with trees in full bloom. The applicant shall note where any portion of the proposed WCF will be visible. The applicant shall be required to take photographs along eight view lines in a one and three-mile radius of the site, beginning at True North and continuing clockwise at forty-five degree intervals and from any historic, scenic, or other prominent areas of Town as determined by the Planning Board. This data shall be formatted and submitted as detailed by the formal application requirements set forth below.
- d. The applicant shall notify competing wireless service providers by certified letter of its interest in a particular site. This letter shall offer space on the proposed facility to support the requirements of the competing providers. The applicant shall work with other interested providers and the Town to facilitate co-location where appropriate.

### (2) Application Requirements (new tower)

The applicant shall submit 5 copies of the following information in a format consistent with the paragraph numbering below. The applicant shall clearly address each of the requirements listed below. Failure to follow the paragraph numbering format, or failure to clearly address the requirements of an individual paragraph shall be grounds for immediate dismissal of the application.

- (a) Written authorization from the property owner of the proposed tower site.

- (b) Proof that competing wireless providers have been notified of the Applicant's interest in developing the proposed facility.
- (c) Antenna Capacity/Wind Load. A report from a registered Massachusetts structural engineer showing the tower antenna capacity by type and number, and a certification that the tower is designed to withstand winds in accordance with ANSI/EIA 222 (latest revision) standards.
- (d) Antennae Owners. Identification of the owners of all antennae and equipment to be located at the site as of the date of application.
- (e) Copy of valid FCC license for the proposed activity.
- (f) Visual Impact Analysis. The applicant shall submit a map of the Town of Westford which has been annotated with the data collected during the pre-application process. The prearranged roadways shall be highlighted in one color, the points where the tower was visible at all shall be highlighted in a separate color, and the points where more than 15 feet of the tower was visible shall be highlighted in a third color. The applicant shall designate on the map the location where photographs were taken. Each photograph shall be submitted with the application and shall be clearly labeled to facilitate an assessment of the location of the photograph.
- (g) Information describing the tower's capacity, including the number and type of antennae that it can accomodate.
- (h) Need for location. Applicant must show that the proposed antennae and equipment could not be placed on a pre-existing facility or structure.
  - (i) A map showing the broadcast footprints created by the varying carrier heights at 50', 75', 100', and in increments of 10' for proposals in excess of 100'. The map should indicate the different signal strengths as well as how the proposed WFC interfaces with adjacent service areas.
  - (j) A narrative report written by the carrier a professional engineer shall:
    - (1) Describe the projected future needs of the carrier and how the proposed wireless communications facility fits with the future projections to serve the Town and adjacent Towns.
    - (2) Describe special design features to minimize the visual impact of the proposed wireless communications facility.
    - (3) Demonstrate proof of need. The applicant shall describe:
      - \* How the design minimizes and/or mitigates visual and economic impacts.
      - \* Why the proposed WCF cannot be accomodated by other pre-existing structures. Include a list of structures reviewed/assessed.
    - (4) How the proposed WCF is designed to its minimum possible height.
  - (k) A draft lease document shall be provided.
  - (l) Proof that abutters have been notified.
  - (m) Site plan and engineering drawings, prepared by a professional engineer, indicating the following:
    1. North arrow, date, scale, seal(s) of the licensed professionals who prepared the plans and a space for the reviewing licensed engineer's seal;
    2. Plans for supporting and attaching the device including specifications of hardware and all other building material;
    3. Building plans for accessory buildings, if any;

4. Layout and details of surfacing for access road and parking, if they are to be altered from existing condition.

(n) A map showing the areas covered by the proposed wireless communication device.

(o) A narrative report written by the Applicant and licensed professional engineer which shall:

1. Include a draft of the contract between the structure/building owner (whichever appropriate) and the Applicant.
2. Demonstrate that the wireless communication structure or non-residential structure to which the device will be mounted has the structural integrity to support such device.
3. Describe actions to be taken if electromagnetic radiation from the facility should exceed levels designated by the FCC. Describe the projected future needs of the carrier, and how the proposed facility fits with future projections.

(p) Proof of approval of all other necessary permits needed for construction and operation.

### (3) Application Requirements (pre-existing facilities)

To site a wireless communication device on pre-existing facilities or structures including co-location with another carrier, provided that the new device does not add to the height of the structure, the Applicant shall submit:

- (a) Site plans and engineering plans, prepared by a professional engineer licensed to practice in Massachusetts, on 24" x 36" sheets at a scale of 1"=40' or 1"= 200' on as many sheets as necessary which shows the following:
  - i) North arrow, date, scale, seal(s) of the licensed professionals who prepared the plans and a space for the reviewing licensed engineer's seal.
  - ii) Plans for supporting and attaching the device including specifications of hardware and all other building material.
  - iii) Building plans for accessory buildings, if any.
  - iv) Layout and details of surfacing for access road and parking, if it is to be altered from existing condition.
- (b) A map showing the areas covered by proposed wireless communication structure and proposed device(s) of different signal strengths, and the interface with adjacent service areas.
- (c) A narrative report written by the carrier and licensed professional engineer which shall:
  - i) include a draft of the contract between the structure/building owner (whichever appropriate) and the Applicant.
  - ii) Demonstrate that the WCF or non-residential structure to which the device will be mounted has the structural integrity to support such device.
  - iii) Describe actions to be taken if electromagnetic radiation from the facility should exceed levels designated by the FCC.
  - iv) Describe the projected future needs of the carrier, and how the proposed facility fits with future projections.
- (d) Proof of approval of all other necessary permits needed for construction and operation.
- (e) Expected RF emission levels shall be calculated for the nearest habitable structure near the proposed tower, adjacent residentially zoned property, locations with highest

theoretical RF level, and other locations deemed necessary by the Town after consideration of the topography and the antennae pattern.

#### D. Review Standards

In addition to the Special Permit Review Criteria under the Town of Westford Zoning By-law and Mass. Gen. Laws c. 40A, S9, the Planning Board shall also review the special permit application in conformance with the following objectives:

1. When considering an application for a WCF, the Planning Board may determine the need for expert review of the Applicant's technical data by a third party, and reserves the right to perform random measurements, not to exceed an annual event, of RF field strengths to assure compliance with federal requirements. The Planning Board, at their sole discretion, may require such third party review and random testing to be paid by the Applicant. The Planning Board reserves the right to make random measurements of RF field strength at the Applicant's expense.
2. New WCF which include a Tower shall be considered only after a finding that existing or previously approved Towers cannot accommodate the proposed users.
3. The proposed WCF shall preserve the character of the pre-existing structure or facility. The Planning Board shall consider whether the applicant has made a reasonable effort to minimize the visual impact of the proposed facility and whether the proposed WCF is located in areas that result in minimal visual impact.
4. The Planning Board shall consider whether the visual impact of WCF's are compatible with the aesthetic character of the surrounding area.
5. Compliance of the proposed WCF with the requirements of this by-law.
6. Sites shall be reviewed on a case-by-case basis to determine the extent of shared use that could be accommodated with the minimal amount of visual impact.
7. The Applicant shall submit a complete application as defined by Section C of this by-law.
8. The site location and design shall preserve the existing character of the surrounding area as much as possible. Existing vegetation should be preserved or improved and disturbance of the existing topography should be minimized unless such disturbance results in a lesser visual impact.
9. The Planning Board shall act on a Special Permit request for the placement of a WCF within a reasonable period of time and any denial shall be in writing and supported by substantial evidence contained in the record as required by the Telecommunications Act of 1996.

10. The Planning Board shall consider whether the proposed WCF has an adverse affect on residential property values.

#### E. Special Permit and Site Plan Development Requirements

1. Towers heights shall not exceed one hundred feet, measured from the base of the tower to the highest point of the tower, unless the Applicant can demonstrate that:
  - a. The proposal will promote co-location; or
  - b. The proposed height will reduce the overall number of additional towers required within the general area; or
  - c. The proposal will result in an overall lesser visual impact.
2. There shall be no signs, except for announcement signs, no trespassing signs and a required sign giving a phone number where the owner can be reached on a twenty-four (24) hour basis. All signs shall conform with the sign requirements of this by-law.
3. Visual impacts of Towers and Communication Devices must be minimized by use of appropriate paint color.
4. Night lighting of Towers shall be prohibited unless required by the Federal Aviation Administration.
5. The siting of Towers shall be such that the view of the Tower from other areas of Town shall be as minimal as possible and shall be screened from abutters and residential neighbors as feasible. If it is demonstrated to the satisfaction of the Planning Board that the siting of the proposed facilities on an existing tower or within an existing structure is not feasible, then the towers and facilities may be located in Commercial Highway (CH), Industrial Highway (IH), or Industrial C (IC) land within five hundred (500) feet of a divided highway.
6. All Towers and associated structures shall be designed to accommodate multiple users through the use of a segmented design (e.g., portions of the structure which can be routinely removed and replaced).
7. Every Tower, and its supporting structures, must be set back from the property line of the lot on which it is located in an amount at least equal to the height, including the base, of the Tower.
8. The height of Communications Devices located on a building or structure shall not exceed fifteen (15') feet in height above the highest point of the building or structure, except if incorporated into existing features of a structure (e.g., steeples, smoke stacks, etc.) in such a way as to be visually undetectable. Whip antennae on a pre-existing service facility may

extend a maximum of 15 feet above the highest portion of the structure to which they are attached; panel antennae may extend a maximum of 6 feet above the highest portion of the structure to which they are attached.

9. Communications Devices shall be situated on or attached to a building or structure in such a manner that they are screened, shall be painted or otherwise colored to minimize their visibility, and shall be integrated into such structures or buildings in a manner that blends with the structure or building. Free standing antennae or dishes shall be located on the landscape, screened and painted in a manner so as to minimize visibility from abutting streets and residents. To the extent feasible, all network interconnections shall be installed underground.
10. Fencing shall be provided to control access to the base of all WCF which include Towers. Such fencing shall be compatible with the scenic character of the Town and shall not be of barbed wire or razor wire.
11. All WCF Towers must comply with all applicable federal, state and local statutes, rules and regulations; annual certification of compliance must be provided.
12. The base of all towers shall be no closer than three hundred (300) feet to a residential zoning district boundary and/or dwelling.
13. Accessory buildings and or storage sheds shall be modular in design and not exceed one (1) story in height (14 feet); no more than three hundred (300) square feet in floor area shall be available for each user, up to a maximum of 600 s.f.; any buildings or storage sheds added to a site must be attached to and abut the original building or storage shed and must be compatible in appearance.
14. The maximum amount of vegetation shall be preserved.
15. Removal of Abandoned Towers and Facilities. Any tower, communication device, or facility that is not commercially operated for a continuous period of twelve (12) months shall be considered abandoned, and the owner of such tower, communication device, or facility shall remove same within ninety (90) days of receipt of notice from the Town notifying the owner of such abandonment. If such tower or facility is not removed within said ninety (90) days, the Town may cause such tower or facility to be removed at the owner's expense. If there are two or more users of a single tower, the height shall be reduced to that required by the remaining user(s). If the permit holder for the tower ceases operation, the remaining users shall apply for a new special permit.

#### F. Special Permit and Site Plan Conditions

The following conditions shall apply to all grants of special permits and/or site plan approvals pursuant to this Article:

1. The Applicant shall submit a report detailing the following information to the Town on an annual basis. The first report shall be due within 30 days after startup of the facility.
  - (a) A list of all users of a given WCF, the service each is providing, and the heights of their antennae if mounted on a freestanding structure.
  - (b) For each user of a WCF, annual certification of compliance with Federal Communications Commission, Federal Aviation Administration and federal, state, and local laws, rules and regulations must be provided.
  - (c) For each user of WCF, actual RF levels shall be measured at the heights specified in section C-2(i). If RF levels exceed the FCC regulated values, the transmitter power shall be lowered to a value that results in compliance with FCC standards. The actual transmitter power shall be documented and the provider shall certify that the power level will not be increased beyond the documented value. The Applicant shall retain the right to operate at lower power levels at their discretion. Failure to comply with this regulation shall result in a Planning Board review of the site's continued compliance with the terms of the approved special permit.
  - (d) If additional space is available for other wireless service providers, the Applicant shall notify all competing service providers by certified letter of the availability of the facility. Copies of all letters send and certified mail receipts shall be submitted to the Town annually.
  - (e) Expected RF emission levels shall be calculated for the nearest habitable structure near the proposed tower, adjacent residentially zoned property, locations with highest theoretical RF level, and other locations deemed necessary by the Town after consideration of the topography and the antenna pattern.
2. If a Tower is on Town property, a Certificate of Insurance for liability coverage in the amount of \$1,000,000.00 must be provided naming the Town as an additional insured.
3. If the Tower is on Town property, an agreement whereby the user indemnifies and holds the Town harmless against any claims for injury or damage resulting from or arising out of the use of, or occupancy of the Town owned property by the user must be provided.
4. For Towers on Town land, the execution of an agreement with the Town whereby the user shall, at its own expense, and within thirty (30) days upon termination of the lease or thirty (30) days on non-use of the Tower, restore the premises to the condition it was in at the onset of the lease and shall remove any and all WCF's thereon.
5. If a Tower is on Town property, a maintenance bond shall also be posted for the access road, site and tower(s) in amounts approved by the Planning Board.

6. If a Tower is on Town property, an initial cash bond in a reasonable amount determined and approved by the Planning Board shall be in force to cover removal of WCF and restoration of site to the condition that the premises were in at the onset of the lease, when use of said WCF becomes discontinued or obsolete. The amount is to be payable to the Town in the event that the user breached the agreement in section "D" above.
7. For a Tower, execution of an Agreement whereby the Applicant will allow other carriers to lease space on the Tower so long as such use does not interfere with the Applicant's use of the Tower.

#### G. Site Plan Approval

Site Plan Approval by the Planning Board is required for the siting and construction of all wireless telecommunication towers, antennae and facilities. If modification of a special permit is sought, the Planning Board shall require approval of a new site plan.

No site plan application shall be deemed to have been submitted until said application fully complies with the content requirements specified in the sub-section.

A site plan submitted to the Planning Board for approval shall contain twelve (12) copies of a plan conforming to the requirements of 173-22 of this by-law and in addition, the following documentation:

1. Tower, antennae and facility location (including guy wires, if any) and tower and antennae specifications, including height, description of design characteristics and material, accessory buildings, access road and parking areas, lighting, fencing, and scaled elevations of all proposed structures.
2. Site specifications including property lines, a landscape plan (existing and proposed), and drainage plans and specifications.
3. The locus map at a scale of 1:1000 which shall show all streets, bodies of water, landscape features, historic sites, habitats for endangered species within two hundred (200) feet and all building and dwellings within five hundred (500) feet.
4. A narrative report written by the carrier and licensed professional engineer describing the proposal and how it complies with the specifications of this by-law and demonstrating that the wireless communication structure or non-residential structure to which the device will be mounted has the structural integrity to support such device.
5. A copy of the requests made by the applicant to the Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission and the Massachusetts Department of Public Health to provide a written statement that the proposed tower complies with applicable regulations administered by the agency or that the tower is exempt from those regulations and a copy of the response

from each agency. If such response is not received within sixty (60) days, the application will be considered incomplete with respect to the requirements of this subsection. The applicant shall submit any subsequently received agency statements to the Planning Board.

#### H. Lapse

Special Permit approval shall lapse after five (5) years from the grant thereof, and shall require a re-submittal for review by the Planning Board.

#### I. Severability

If any provision or section of this bylaw is determined to be invalid or unconstitutional by any authority, every other provision and section shall continue in force and effect.

(Selectmen Approve)  
(Planning Board Approves)

**ARTICLE 20.** It was voted unanimously that the Town amend the Zoning By-law by deleting existing section 173-22 in its entirety, regarding site plan review and substituting the following therefor:

### **Sec. 173-22. Site Plan Review**

#### A. Applicability

The following types of activities and uses are subject to site plan review by the Planning Board:

- (1) Construction, exterior alteration, exterior expansion of a nonresidential structure or tower, or change in use;
- (2) Construction or expansion of a parking lot associated with a nonresidential structure or use;

#### B. Exemptions

- (1) In accordance with Chapter 40A of the General Laws, this section shall not apply to those structures and uses specified in Section 173-4 (Exemptions) of this chapter;

#### C. Procedures

- (1) General. Applicants for site plan approval shall submit five (5) copies of the site plan to the Planning Board for review. The Planning Board shall review and approve the site plan, with such conditions as may be deemed appropriate, within sixty (60) days of its receipt, and notify the applicant of its decision.
- (2) An application for a building permit to perform work as set forth in Section 173-22.A(1) shall be accompanied by an approved Site Plan. Prior to the commencement of any

activity set forth in Section 173-22.A(2) or (3), the project proponent shall obtain site plan approval from the Planning Board. No building permit shall be issued by the Building Inspector without the written approval of the site plan by the Planning Board, or unless 60 days lapse from the date of the submittal of the site plan without action by the Planning Board.

(3) Uses and Structures Requiring a Special Permit An application for a special permit to conduct any activity set forth in Section A shall also require approval from the Planning Board.

D. Plans Plans subject to this section shall show: (Amended 5-3-97 ATM)

- (1) Existing and proposed topography at 2 foot contour intervals;
- (2) Existing and proposed buildings and structures, including fences, loading areas, accessory buildings, waste disposal areas, and storage areas.
- (3) Water provision, including fire protection measures;
- (4) Sanitary sewerage;
- (5) All utilities serving the site (provisions shall be made to underground all on-site utility services);
- (6) Storm drainage, including means of ultimate disposal and calculations to support maintenance of the requirements in the Planning Board's Subdivision Rules and Regulations;
- (7) Parking, access, and egress provisions;
- (8) Planting, landscaping, buffers, and screening;
- (9) All boundary line information pertaining to the land sufficient to permit location of same on ground;
- (10) Compliance with all applicable provisions of this Zoning By-law.
- (11) Compliance with Americans with Disabilities Act (ADA).

E. Preparation of Plan Site Plans shall be submitted on 24-inch by 36-inch sheets. Plans shall be prepared by a Registered Professional Engineer and a Registered Land Surveyor. Dimensions and scales shall be adequate to determine that all requirements are met and to make a complete analysis and evaluation of the proposal. All plans shall have a minimum scale of 1"=200'.

F. Waiver of Technical Compliance The Planning Board may, upon written request of the applicant, waive any of the technical requirements of Section C or D where the project involves relatively simple development plans, and may waive the associated fees for all municipal, state, or federal projects.

G. Approval Site Plan approval shall be granted upon determination by the Planning Board that the following conditions have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that the following conditions have been satisfied. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations. New building construction or other site alteration shall be designed in the Site Plan, after considering the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development, so as to:

- (1) Minimize the volume of cut and fill, the number of removed trees 6" caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion, and threat of air and water pollution;
- (2) Maximize pedestrian and vehicular safety both on-and off-site;
- (3) Minimize obstruction of scenic views from publicly accessible locations;
- (4) Minimize visual intrusion by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned;
- (5) Minimize glare from headlights through plantings or other screening;
- (6) Minimize lighting intrusion through use of such devices as cut-off luminaries confining direct rays to the site, with fixture mounting not higher than 20 feet;
- (7) Minimize unreasonable departure from the character and scale of building in the vicinity, as viewed from public ways;
- (8) Minimize contamination of groundwater from on-site waste-water disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances.
- (9) The Planning Board may allow multiple buildings on a lot in a CH or IH district by either approval of a site plan under Sec. 173-22 or by referring the application to Sec. 173-21 of this chapter.

H. Lapse Site plan approval shall lapse after three (3) years from the grant thereof if a substantial use therof has not sooner commenced except for good cause. Such approval may, for good cause, be extended in writing by the Planning Board upon the written request of the applicant.

I. Regulations The Planning Board may adopt and from time to time amend reasonable regulations for the administration of the Site Plan guidelines.

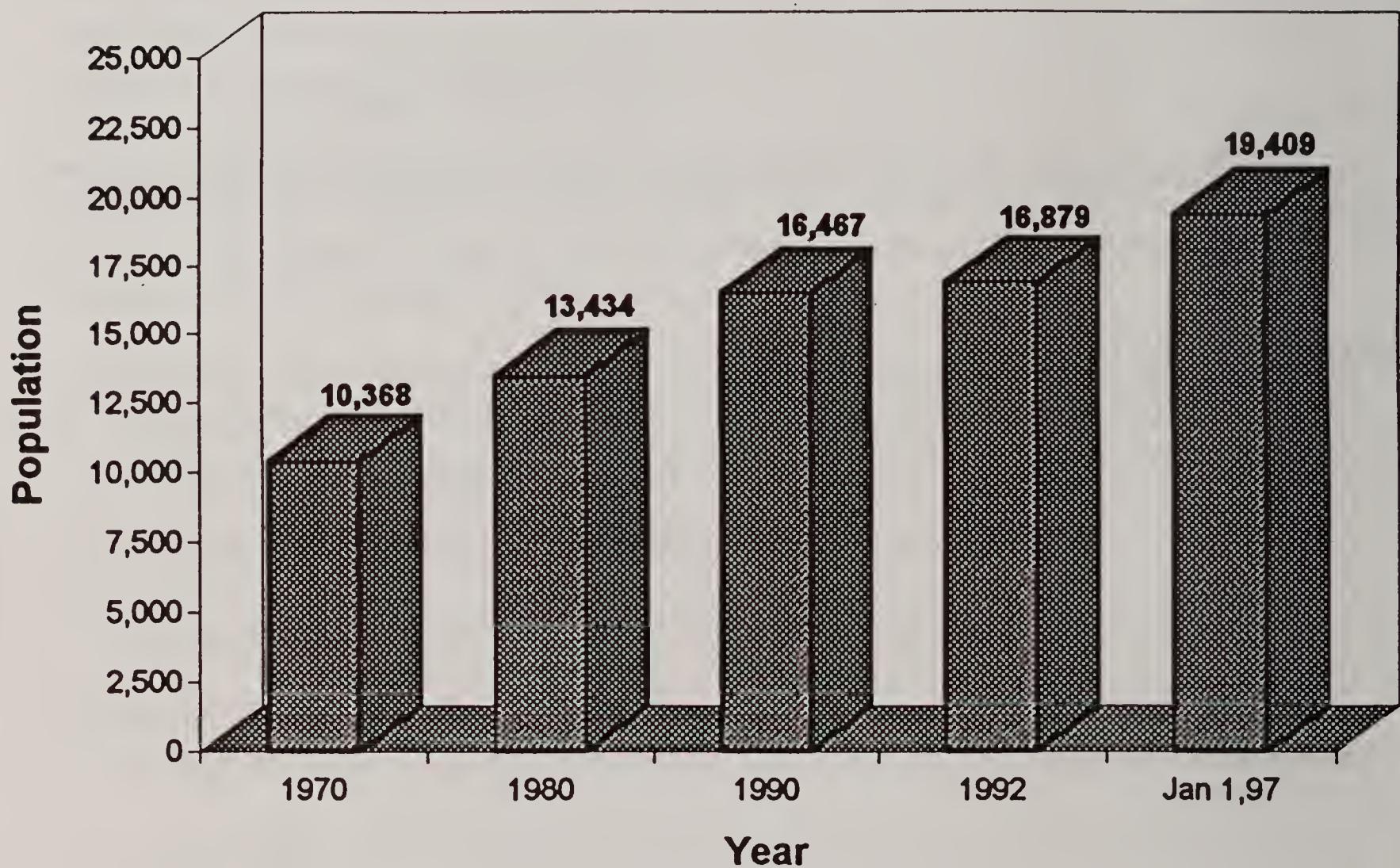
(Selectmen Approve)  
(Planning Board Approves)

It was voted unanimously to adjourn the adjourned session of the Special Town Meeting at 10:50 P.M.

A True Record: ATTEST

Elaine V. McKenna  
Town Clerk

## United States Census Population Town of Westford



## 1997 MARRIAGES

DATE	GROOM BRIDE	DATE OF BIRTH	RESIDENCE
26-Jul-97	Adams, Roy C. Doucette, Lynne E.	08-Jun-58 14-Nov-62	Nashua, NH Nashua, NH
08-Jul-97	Aubin, Todd B., Sr. Aubin, Cynthia R.	12-Mar-60 17-Sep-61	Westford, MA Westford, MA
05-Dec-97	Barnes, Dale R. Huskey, Christine M.	31-Oct-60 11-Oct-66	Westford, MA Westford, MA
31-May-97	Baumert, Fredric Charles DiGiovine, Donna Jean	30-Jan-50 19-Dec-61	Westford, MA Westford, MA
30-Mar-97	Blackstone, Jason Dwight Traversi, Susanna Consuelo	29-Jun-71 15-Sep-65	Lowell, MA Lowell, MA
16-Aug-97	Blimmel, John Edward Caron, Tracey Ann	28-Jun-72 06-Aug-70	Aurora, CO Aurora, CO
12-Dec-97	Booth, Richard Harold Parsons, Christine	04-Oct-46 14-Jul-60	Westford, MA Westford, MA
11-Oct-97	Boyd, David Dean Michele Ann DiStefano	24-Nov-70 30-May-72	Westford, MA Westford, MA
23-Aug-97	Briggs, Keith David Daniels, Belinda Lee	19-Feb-71 20-Nov-73	Clinton, MA Clinton, MA
26-Jul-97	Campbell, Graham Colin Moury, Susan Elizabeth	05-Oct-72 03-Oct-69	Nashua, NH Nashua, NH
10-Nov-97	Carr, Gary L. Boucher, Susan Marie	20-May-46 07-Apr-69	Westford, MA Westford, MA
17-Oct-97	Carter, Richard K. Richardson, Deborah A.	17-Dec-50 20-Nov-52	Westford, MA Westford, MA
05-Oct-97	Casey, Steven J. Davidson, Nicolle M.	13-Jul-65 19-Jan-68	Londonerry, NH Littleton, MA
21-Sep-97	Colantuonio, Franklin R., Jr. Pepin, Carol A.	22-Oct-67 17-May-67	Hudson, NH Hudson, NH
21-Jun-97	Crocker, David P. Peterson, Tracy L.	30-Aug-61 18-Mar-63	Groton, MA Groton, MA
07-Jun-97	Croteau, Todd James Theriault, Lynette M.	01-Oct-72 12-Feb-68	Westford, MA Westford, MA
19-Jul-97	Daley, Robert Edward Kilcher, Alison D.	15-Feb-73 23-Mar-75	Westford, MA Westford, MA
11-Oct-97	DeHerdt, R. Dave Maloney, Amelia D.	29-Jan-57 27-Aug-62	Westford, MA Westford, MA
04-Oct-97	DeVincentis, David L. Gumuchian, Robyn L.	05-Apr-66 06-Jun-73	Westford, MA Westford, MA
12-Sep-97	Donovan, Steven Rosa, Stacey H.	17-Nov-69 25-Dec-72	Lowell, MA Westford, MA

24-Dec-97	Dougherty, Joseph Patrick Pittman, Denise Lynn	05-Mar-64 21-Nov-66	Westford, MA Westford, MA
05-Apr-97	Eracleo, Joseph Stone, Rhonda M.	15-Sep-70 03-Feb-68	Westford, MA Westford, MA
26-Sep-97	Falconer, James J. Donnelly, Melissa A.	17-Dec-65 16-Apr-73	Pepperell, MA Westford, MA
27-Jul-97	Farag, Ehab S. Poulos, Marian Michel	25-Jan-68 22-Aug-72	Chelmsford, MA Chelmsford, MA
08-Mar-97	Gilbride, James R., Jr. Daly, Melissa A.	26-Jan-68 24-Jun-73	Westford, MA Westford, MA
31-Aug-97	Gilmartin, Eric Jason Lytle, Krista Lynn	16-Jan-72 17-Jan-74	Westford, MA Westford, MA
24-May-97	Godfroy, Andrew D. Brown, Jennifer Lynn	23-Aug-76 20-Sep-75	Westford, MA Dracut, MA
29-Nov-97	Graczyk, Paul T. Paquin, Diane R.	28-Apr-60 28-May-63	Westford, MA Westford, MA
07-Mar-97	Haberman, Peter W. Prisk, Maura A.	26-Nov-55 11-Sep-64	Westford, MA Westford, MA
30-Aug-97	Hagg, Cletus Majewski, Anmarie L.	05-Sep-68 05-Nov-71	Annapolis, MD Annapolis, MD
12-Jul-97	Hanrahan, Christopher J. Walthers, Megan C.	01-Sep-72 19-Mar-72	W. Hartford, CT W. Hartford, CT
11-Oct-97	Heidel, Eric N. McLenna, Diane M.	22-Oct-64 15-Sep-66	Chelmsford, MA Westford, MA
17-May-97	Henderson, Scott P. Mahoney, Kimberly A.	05-May-61 21-Jun-65	Westford, MA Westford, MA
20-Sep-97	Jakubek, Craig W. Crandall, Elizabeth Marie	05-Jul-73 10-Dec-74	Naperville, IL Naperville, IL
25-Jan-97	Jenkins, Dana E. Fissette, Mary E.	08-Jun-65 29-Dec-69	Lynn, MA Dracut, MA
18-Oct-97	Jewett, Matthew Dennis Bochan, Lisa J.	30-Apr-67 29-Jun-67	Westford, MA Chelmsford, MA
29-Mar-97	Kaplan, Paul Michael Eunson, Brenda Anne	21-Jul-56 15-Nov-59	Westford, MA Westford, MA
02-Nov-97	Keefe, James S. Connell, Christine A.	20-Feb-65 25-Dec-64	Westford Westford, MA
08-Nov-97	Keefe, William E. III Michaels, Alexia T.	02-Feb-56 17-Sep-65	Hudson, NH Hudson, NH
16-Aug-97	Kent, Thomas H. Phipps, Susan M.	06-Oct-53 15-Oct-52	Dunstable, MA Dunstable, MA
05-Sep-97	Killoran, Michael I. Lord, Amy E.	29-Dec-65 10-Mar-68	Westford, MA Westford, MA
17-May-97	Klotz, Richard E. Caldiero, Joanne M.	11-Oct-68 11-Mar-72	Lowell, MA Lowell, MA
19-Oct-97	Kokoszka, Ryan Christopher Greven, Melissa Constance	28-May-74 22-Aug-74	Atlanta, GA Westford, MA

31-Aug-97	Krosky, Eric C. Santangelo, Lisa E.	31-Dec-64 31-Mar-70	Westford, MA Braintree, MA
22-Aug-97	Lancia, Joseph Edward, Jr. Quinton, Angela L.	04-Oct-49 03-Sep-59	Westford, MA Norwood, MA
06-Sep-97	Landry, Charles J., Jr. Jones, Maureen Ann	27-Apr-68 17-Jan-61	Ayer, MA Ayer, MA
20-Dec-97	LaPorte, Robert P., Jr. Helenius, Susan	03-Apr-47 10-Jun-52	Westford, MA Westford, MA
02-Aug-97	Maahs, Thomas Albert Malik, Ann Michele	20-Apr-65 22-Sep-66	Lowell, MA Lowell, MA
13-Oct-97	Mantville, William J. McCormack, Deborah J.	01-May-67 05-Jan-64	Westford, MA Westford, MA
04-Apr-97	Markauskas, Michael A. Deignan, Jillian	29-Mar-73 08-May-78	Westford, MA Westford, MA
29-Nov-97	McCarthy, Jerome F. Smyth, Dayna M.	26-Jul-74 29-Jan-63	Boxboro, MA Tyngsboro, MA
12-Oct-97	McDowell, Michael A. Brown, Susan A.	29-May-65 05-Aug-67	Westford, MA Westford, MA
13-Dec-97	McGinnis, Brian Patrick Lussier, Kathryn	14-Aug-75 07-May-75	Pepperell, MA Pepperell, MA
04-Oct-97	McManus, John R. Harding, Christine E.	21-Aug-70 07-Aug-69	Westford, MA Westford, MA
11-Oct-97	McPhail, Paul Michael Armitage, Melissa Ann	06-Feb-71 09-Jul-69	Arlington, MA Westford, MA
26-Jul-97	Mischke, Steven Gregory Reid, Karen Christine	05-Dec-62 13-Jun-62	Clifton, NJ Clifton, NJ
18-Oct-97	Moyes, Stuart A. O'Hare, Jodie L.	18-Mar-70 11-Jan-71	Windham, NH Windham, NH
31-Mar-97	Newell, Timothy E. Rosario, Rebeca B.	28-Jan-66 06-Oct-75	Westford, MA Lowell, MA
26-Jul-97	Nightingale, David W. Desai, Neha A.	05-Feb-63 26-Dec-69	Westford, MA Waltham, MA
14-Jun-97	O'Brien, James M. Curtis, Mary Ann	01-Oct-60 12-Mar-58	Westford, MA Westford, MA
22-Jun-97	Pho, Michael B. Kim, Paula V.	06-Oct-65 18-Dec-71	Lowell, MA Lowell, MA
15-Jan-97	Pimentel, Derek Richard McLeod, Lisa Marie	13-Oct-71 09-Mar-72	Westford, MA Westford, MA
16-Nov-97	Provost, Thomas P. Garner, Elizabeth A.	09-Jan-67 16-Mar-74	Westford, MA Westford, MA
07-Jun-97	Razzaboni, Wayne Alan Thompson, Tracey Lee	14-Oct-69 10-Oct-70	Pepperell, MA Pepperell, MA
03-Jul-97	Rogers, Lawrence M. Keady, Diedre	20-May-33 10-Nov-49	Westford, MA Westford, MA
01-Jun-97	Roy, Stephen H. Bent, Susan T.	21-May-61 02-May-62	Westford, MA Milford, MA

15-Mar-97	Shine, Joseph F. III	29-Mar-68	Belcamp, MD
	Cacossa, Nicole A.	07-Jun-68	Westford, MA
03-Jan-97	Solomon, Brian N.	21-Nov-72	Westford, MA
	Donnelly, Laura	25-Jul-72	Lowell, MA
12-Apr-97	Strickland, John G.	11-Dec-59	Holbrook, MA
	Steele, Sherry L.	20-Nov-61	Westford, MA
31-Aug-97	Taylor, Mark W.	25-Oct-73	Goldsboro, NC
	Elliott, Julie A.	25-Jan-70	Goldsboro, NC
18-Oct-97	Tobin, David D.	22-May-65	Westford, MA
	Mosher, Tracy L.	14-Mar-71	Nashua, NH
20-Sep-97	Walsh, David M.	04-Feb-72	Litchfield, NH
	Smith, Susan M.	28-Feb-71	Litchfield, NH
06-Sep-97	Ziegler, Peter	06-May-44	Westford, MA
	Queenan, Ann M.	06-Nov-56	Westford, MA

## 1997 BIRTHS

DATE	NAME	MOTHER	FATHER
30-Oct-97	Achorn, Matthew John	Diane M. (Dibacco)	Allan H.
26-May-97	Adams, Christopher Steven	Elizabeth M. (Pietrzak)	Steven
10-Nov-97	Allen, Casey McGuerty	Lynda (McGuerty)	Robert J.
16-Jul-97	Anderson, Sarah Catherine	Catherine (Cahill)	Christopher R.
16-Nov-97	Andry, Dominique Quinn	Terri M. (Quinn)	Walter G., Jr.
16-Sep-97	Archangelo, Vanessa Rain	Alana H. (Bard)	Joseph A.
11-Feb-97	Baker, Katherine Mary	Elaine (Melrose)	Daryl K., Jr.
28-Dec-97	Balas, Madison Ellen	Patricia L. (Chambers)	Michael P.
04-Mar-97	Barrett, John Thomas	Mary (Morgan)	Peter R.
28-Aug-97	Barta, Lauren Elizabeth	Kristen A. Skala	Douglas E.
30-Jul-97	Bauduy-Whiting, Sabrina Gabrielle	Judith W. Bauduy	Douglas B. II
31-Jul-97	Beals, Jacqueline Olivia	Lisa A. (Pettingill)	Kevin P., Sr.
16-Mar-97	Bearce, Keith Arthur III	Sonnia J. (Niemi)	Keith A., Jr.
16-Oct-97	Beatty, Derek Michael	Marypat (Fredette)	John J.
16-Oct-97	Beatty, Megan Anne	Marypat (Fredette)	John J.
22-Dec-97	Beliveau, Cameron Steven	Joann M. (Wojtas)	Steven R.
08-Jul-97	Bennett, Melissa Katherine	Joan E. (Lewis)	Scott A.
20-Apr-97	Benting, Kaitlin Kelly	Kristin J. (Kelly)	Scott E.
03-Jul-97	Bernardo, Cassandra Elizabeth	Elizabeth F. (Silva)	John L.
03-May-97	Blackwell, Nicole Marie	Suzanne M. (Simpson)	Darren M.
04-Oct-97	Bojanowski, Elise Kelley	Sheri T. (Thielker)	John L.
29-Sep-97	Bollman, Ryan Andrew	Kelly S. (McFarland)	Andrew T.
13-May-97	Bomal, Brandon Michael	Dawn M. (Morrison)	Vincent R., Jr.
05-Oct-97	Bornstein, Maya Sophie	Sheila F. Kennedy	Harvey S.
12-Nov-97	Bosia, Joelle Page	Melissa P. (Carnes)	Joseph W.
29-Apr-97	Boucher, Nicole Ardelle	Ann M. (Alderman)	James L.
14-May-97	Boughan, Sarah Alice	Alison J. (Raczkowski)	Joseph F. III
07-Jul-97	Boumil, Cailey McKennett	Kimberly (Wilson)	Thomas M.
25-May-97	Bourdon, Maggie Elizabeth	Laurie E. (Spicer)	Paul R.
29-Dec-97	Bouvier, Caroline Elizabeth	Tonia M. (Ferrara)	James A., II
21-Jul-97	Bray, Kelly Elizabeth	Mary (Griffin)	Bruce C.
02-Apr-97	Brewer, Samuel Alexander	Joann D. (Kendall)	Scott A.
24-Jun-97	Brinkerhoff, Nathan Thomas	Mary Celia (Courtney)	James W.
08-Aug-97	Brooks, Shaileigh Ann	Lisa L. (Therrien)	George T., Jr.
02-Apr-97	Burke, Aedhan Thomas	Suzanne M. (Clancy)	Daniel R.
24-Mar-97	Burke, Callahan Michael	Sharon M. (Kierce)	Garrett S.
19-Apr-97	Burke, Connor William	Angela M. (Gagliano)	Michael P.
16-May-97	Callahan, Lauren Elizabeth	Lindelle J. (Medeiros)	Timothy M., Sr.
08-Sep-97	Callahan, Scott James	Kerri L. (Vafiades)	James J. IV
15-May-97	Caloggero, Andrew John	Marie D. (Corssino)	Frederick A.
29-Nov-97	Calitri, Leah Nora	Sharon A. (Comperchio)	Leon K.
15-May-97	Campion, Gregory Bernard	Colleen (Nee)	Francis X., Jr.
17-Sep-97	Campo-Woytuk, Maria	Stephanie A. Woytuk	Jorge
26-Oct-97	Capaldo, Victoria Gail	Marilyn N. (Stone)	Stephen C.
21-Jun-97	Cardabelli, Nicole Marie	Margaret A. (Alman)	William J.

12-Nov-97	Cauley, Timothy Patric	Maureen A. (Healy)	Thomas B.
27-May-97	Chirokas, Abigail Rose	Christine (Rollins)	David S.
19-Jul-97	Ciali, Kara Chan	Mamie (Chan)	Karl P.
07-Aug-97	Ciulla, Jennifer Rose	Constance L. (Van Kleef)	Michael A.
21-Apr-97	Coffey, Patrick Carter	Lauren E. (Carter)	Thomas S.
11-Apr-97	Colantuoni, Timothy David	Mary A. (Collins)	David T.
15-Jun-97	Colasanto, Nicholas Michael	Christina M. (Mazur)	Michael P
08-Nov-97	Colavita, Michael James	Juliette L. (Scanzillo)	Jeffrey D.
27-Jun-97	Comfort, Laurin Elizabeth	Christine A. (Garcia)	James A., Jr.
15-Oct-97	Conboy, Kristen Elizabeth	Debra A. (Flamia)	Kevin T.
23-Jun-97	Conway, Peter James	Regina T. (Garvin)	John A.
10-Sep-97	Cooper, Denis Brian	Clare M. (Tudball)	Michael A.
20-Feb-97	Cooper, James Hargrave	Talley E. (Gerace)	Thomas A.
21-Feb-97	Costa, Brandon Michael	Lisette (Melo)	Michael M.
29-May-97	Cote, Marguerite Rose	Karen A. (Cardono)	Hervey P.
25-Aug-97	Coull, Douglas James Paivinen	Amy (Paivinen)	James M.
24-Feb-97	Dagle, Jacqueline Fox	Ellen M. (Fox)	Frank L.
25-Apr-97	Daigneault, Normand James, Jr.	Meladie R. (Grout)	Normand J.
16-Jun-97	Davis, Michael Steven	Pamela J. (Pickard)	Steven M.
06-Jan-97	Demetroulakos, Gianna Marie	Karen M. (Landers)	George L.
03-Nov-97	Dempsey, Michaela Lindsey	Laura A. (Simon)	Michael K.
26-Aug-97	Demsher, Michael David	Donna M. (Mills)	Ronald R.
24-Dec-97	Dennehy, Michael Patrick	Mryann T. (Lane)	Terrence J.
18-Jun-97	DeNyse, John Thomas	Lynn (Dzierzanowski)	Philip J.
08-Feb-97	DeSalvo, Matthew Reilly	Sandi J. (Reilly)	Vincent A.
10-Dec-97	Diamond, Ellyse Rachel	Linda (Berkman)	Joseph P.
09-Nov-97	DiMatteo, Ryan Nicholas	Kelly A. (Raboin)	Robert J.
21-May-97	Djuric, Nikolas Johnathon	Kristine M. (Turner)	Ronnie
22-Oct-97	Doherty, Evan Michael	Laura J. (Nirtaut)	Mark M.
29-Jun-97	Dolan, Caroline Evelyn	Laura A. (McClellan)	Joseph, Jr.
08-Aug-97	Donaher, Emma Camille	Joana E. (Liu)	J. Casey
14-Feb-97	Dorr, Carolyn Margaret	Holly J. (St. George)	Christopher C.
23-Oct-97	Doucette, Matthew Roy	Ellen D. (Callahan)	Roy D.
12-May-97	Downey, Michelle Marie	Denise M. (Waite)	Brian J.
22-Apr-97	Du, Emily Wenting	Shuhua (Liang)	Yue
24-Sep-97	Eddy, Colin Malcolm	Frances (Moore)	Gordon M.
22-Feb-97	Eliopoulos, Angelo Peter	Theano G. (Geraniotis)	Peter A.
01-Jul-97	Ellis, Charlotte Adelaide	Nancy (Barrett)	Jonathan B.
20-Nov-97	Ellis, David Milton	Jean (Milton)	Thomas E., Jr.
20-Nov-97	Ellis, Elizabeth Lianne	Jean (Milton)	Thomas E., Jr.
01-Jul-97	Ellis, Holden Barrett	Nancy (Barrett)	Jonathan B.
07-Feb-97	Ellis, Thomas Martin	Jean-Marie (Conley)	James E.
05-May-97	Feliciano, Nina Marie	Cristina M. (Eracleo)	Elvin
14-Feb-97	Finegan, Kathryn Emily	Sheila E. (Mescall)	Michael K.
14-Sep-97	Fiorillo, Nicholas Robert	Linda S. (Brown)	Robert L.
12-Jul-97	Fitzsimmons, Kathleen Anne	Karen M. (Driscoll)	Thomas J.
07-Apr-97	Flanagan, Alexander Stanton	Beth A. (Coleman)	Joseph F.
02-Jul-97	Fleischer, Zachary Benjamin	Leticia N. (Van Doorn)	Ron
31-Aug-97	Fontaine, Michael Anthony	Adrienne (Martin)	Michael R.

11-Jul-97	Formichella, Luke Michael	Brenda J. (Staples)	Michael J.
21-Mar-97	Forsythe, Samuel Stuart	Jennifer A. (Copp)	Robert S.
04-Jun-97	Forsyth, Lisa Beth	Loralyn (Thompson)	Jon L.
10-Oct-97	Fulling, Liam Francis	Mary E. (Keenan)	Frank J.
28-Jan-97	Gallagher, Jessica Lynne	Denise A. (Roby)	Daniel C.
07-Nov-97	Gardner, Timothy Scott	Deborah S. (Oatman)	Scott R.
19-Aug-97	Gaskins, Emily Anne	Anne Marie (Manseau)	Robert J.
27-Oct-97	Geis, James Andrew	Maria E. (Eleftheriou)	Jeffrey M.
07-Apr-97	Geraghty, Kristen Ann	Hazel A. (Fotheringham)	James M.
24-May-97	Germano, Ben Johnson	Kristine m. (Dostaler)	John R., Jr.
21-Jun-97	Gilbert, Coleman Shu-Tung	Gloria R. (Tu)	Brian M.
25-May-97	Gillett, David Owen	Sharon (Duggan)	Richard B., Jr.
05-Sep-97	Godfroy, Corey Timon	Jennifer L. (Brown)	Andrew D.
31-Aug-97	Gomes, Mary Bridget Therese	Theresa A. (Locke)	Steven A.
20-Oct-97	Gordon, Austin James	Cheryl L. (Salmon)	Jeffrey A.
18-Sep-97	Gordon, Danielle Marie	Donna M. (D'Urso)	John B.
01-Nov-97	Gorham, Andrew John	Jeanne (Walz)	John A.
10-Feb-97	Gormley, Laura Marie	Susan M. (McPherson)	Lawrence A.
12-Jul-97	Gottlieb, Ethan Jess	Marla S. Richmond	Robert A.M.
17-May-97	Gounaris, Andrew Riley	Lynn M. (Mello)	Thomas J.
30-May-97	Graham, Juliana Rose Caci	Christine J. (Caci)	Scott R.
10-Jul-97	Grimes, Daniel Thomas	Donna L. (Nichols)	Montgomery D.
17-Apr-97	Grimm, Cody Craig	Sheila A. (Klinger)	Craig K.
19-Sep-97	Grondine, Catherine Mary	Ellen M. (Sullivan)	Thomas M.
04-Jun-97	Guillemette, Garrett Thomas	Tracy A. (Carnevale)	Gary R.
27-Aug-97	Gulliver, Anthony John	Patricia A. (Enwright)	John A., Jr.
15-May-97	Haddock, Luis Daniel	Hilda N. (Lugo)	Luis
19-Nov-97	Hall, Kameryn Marie	Betsy J. (Cook)	Timothy J.
15-Sep-97	Hannafin, Fiona Cathryn	Nancy M. (Leccese)	John J., Jr.
12-Mar-97	Hanson, Joshua matthew	Alyson M. (Fader)	Jay M.
13-Jun-97	Harrington, Lukas Samuel	Donna M. (Rucinski)	Stephen J.
15-Jul-97	Hartery, Bianca Maria	Lisa B. (Sorrentino)	Neil P.
06-Aug-97	Hartnett, Sean Matthew	Karen A. (McCorkle)	Dana B.
01-Jan-97	Healy, James David	Kimberley A. (Dundas)	Robert W.
10-May-97	Herrick, Alexandra Nicole	Teresa A. (Taggart)	Donald F.
27-Jan-97	Hess, Adam Blair	Lane (Peterson)	John W.
13-Jul-97	Higgins, Mark Joseph	Ann T. (Teto)	Jude C.
07-Aug-97	Himelfarb, Shayna Pearl	Alisa (Berman)	Mark P.
06-Jan-97	Hoover, Liam Scott	Marianne (Diegnan)	Robert M.
28-Apr-97	Horan, Sean Christopher	Laurie (Lehnert)	Christopher J.
05-Nov-97	Hughes, Jason Alexander	Kathleen M. (Brown)	Mark D.
20-Nov-97	Hunker, Olivia Katherine	Janna M. Olson	Steven J.
30-Sep-97	Jensen, Parker John	Kim (Curtis)	Martin C.
13-Feb-97	Johnson, Amanda Catherine	Christine C. (Cotter)	Brian C.
14-Apr-97	Johnson, Patrick James	Deborah (Fisher)	Steven M.
03-Feb-97	Katz, Emily Frances	Linda (Gillett)	David I.
16-May-97	Kelley, Amy Leigh	Christine A. (Ciesluk)	John R.
15-Jan-97	Kilday, Annie Rebecca	Sandra L. (Pendergast)	Michael W.
15-Jan-97	Kilday, Shane Patrick	Sandra L. (Pendergast)	Michael W.

06-Dec-97	Kingsley, Jonathan Matthew	Susan E. (Sundberg)	Christopher J.
17-Jun-97	Kitner, Natasha Lee	Tracy L. (Morton)	Matthew S.
17-Jun-97	Kohan, Maura Colleen	Mary F. (Lafferty)	Andrew S.
30-Sep-97	Kolek, Elizabeth Ann	Ann M. (McGinley)	Brian E.
12-Sep-97	Koravos, Jonathan Dean	Robin L. (Bowers)	Dean
07-Mar-97	Kovalchik, Sarah Marie	Rose M. (Mordarski)	Joseph J.
07-Jul-97	Kozlowski, Maximilian Maciej	Elizabeth T. (Kowalska)	Rafal P.
05-Feb-97	Kressler, Jeffrey David	Elizabeth M. (Antonucci)	David R.
07-May-97	Krieg, Karen Elizabeth	Sandra J. (Rudis)	John W.
08-Oct-97	Kruger, Jon William	Joahanna K. (Lennarson)	William L.
01-Oct-97	Labitt, Rebecca Dorothy	Christine M. (Loynd)	Steven G.
26-Apr-97	Lalonde, Megan Nina	Kelly A. (Murphy)	Mark L.
30-Apr-97	Laushine, Isabelle Jeanne	Abbi G. (Emmons)	John F.
24-Sep-97	Lavallee, Matthew Joseph	Lisa A. (Modugno)	Jacques A.
12-Dec-97	LeBlanc, Hannah Jane	Jaime (Jouris)	Darrell N.
12-Dec-97	LeBlanc, Hayley Anne	Jaime (Jouris)	Darrell N.
16-May-97	Lehan, Derek James	Joanne M. (Lukas)	Jeffrey P.
22-May-97	Levine, Daniel Reid	Deborah J. (Powers)	Marc B.
15-Aug-97	Lewis, Sarah Fitzgerald	Judith F. (Connor)	George W. III
29-Jul-97	Liguori, Marc Daniel	Kathleen A. (Brindle)	Paul A.
23-Jan-97	Livorski, AnnMarie	Patricia A. (Pickering)	John M.
09-Sep-97	Lizine, Nikolas Francis	Wendy A. (Graham)	Richard J.
17-Dec-97	Lofria, Noelle Marie	Julie M. (McGarry)	Richard L.
02-Oct-97	Long, Katherine Luby	Michele (Lubey)	Jeffrey W.
08-Jan-97	Loosigian, Nicole Marie	Darlene M. (Krysiak)	Kevin
12-Sep-97	Loucif, Lynda Maria	Barbara M. (Guertin)	Chakib
22-Mar-97	Luetjen, Karina Elizabeth Kim	Sylvia V. (Lee)	John E. H.
29-Sep-97	Lynch, Morgan Nicoll	Lori A. (Nicoll)	Charles W.
18-Feb-97	Maciel, James John	Linda J. (Hawkins)	John J.
29-Apr-97	Mains, Corinne Michelle Fiorillo	Diane E. (Fiorillo)	Vincent R.
20-Nov-97	Marin, Sean Kenneth	Celine A. (McCambridge)	Thomas M.
13-Mar-97	Martell, Owen Wheble	Amy (Wheble)	Mark E.
17-May-97	Martinec, Alyssa Claire	natalie F. (Trudel)	Ronald S.
29-Nov-97	Mask, Daviann Katherine	Kimberly J. (Keefee)	James D.
11-Aug-97	Masson, Erin Elizabeth	Chery A. (Roux)	John C.
11-Aug-97	Masson, Julia Elizabeth	Cheryl A. (Roux)	John C.
30-Oct-97	Matley, Megan Elizabeth	Caroline F. (Campbell)	Scott D.
25-Jun-97	McAleese, Kathleen Marie	Karen M. (Connolly)	Mark D.
09-Jan-97	McDonough, Michael Joseph	Patricia A. (Murphy)	John J.
09-Jan-97	McDonough, Ryan Patrick	Patricia A. (Murphy)	John J.
21-Dec-97	McGrath, Emily Sarah	Kimberly A. (Young)	Daniel J.
04-Jul-97	McKeen, Daniel Richard	Cynthia A. (Young)	Andrew W.
02-Apr-97	McKinley, Alex Currier	Lisa (Myers)	Philip E.
02-Jul-97	McManimon, Eric Thomas	Karen A. (Woolfall)	Richard B.
04-Nov-97	McMillan, Samuel David	Dorothy L. (Caldwell)	Brian L.
16-Jan-97	McNally, Kyle Walter	Gabriela M. (Oliveina)	Michael W.
08-Aug-97	Melanson, Christian James	Julianne (Pelletier)	Thomas L.
17-Feb-97	Mitrano, Katelyn Jean	Cheryl A. (Zerega)	Mark S.
27-Jul-97	Mitsock, Thomas James	Lisa M. (Dionne)	Michael J.

07-Aug-97	Monaghan, Michael David	Robin L. (Lacombe)	Scott E.
05-Apr-97	Mondro, Mitchell Henry	Ellen (Messett)	Mitchell J.
12-Apr-97	Monfette, Alexa Nicole	Deborah (Czekaj)	Stanley A., Jr.
30-Jan-97	Mooney, Alicia Anne	Laurel A. (Bond)	Matthew G.
05-Sep-97	Mortimer, Erik George	Kimberly A. (Tenczar)	John P.
03-Aug-97	Moulton, Taylor Nicole	Kim (Kachinsky)	Bruce K.
01-Oct-97	Mulligan, Michael Kevin	Nancy G. (Elliott)	James W., Jr.
12-Nov-97	Munroe, John Benjamin	Sandra L. (Suit)	William M. III
20-Jan-97	Murphy, David Matthew	Jean (Burnie)	Brian F.
14-Jul-97	Murphy, Mikayla Ann	Lori A. (Dunn)	Lawrence T.
25-Feb-97	Murphy, Sarah Bailey	Leslie A. (Carrow)	Jeffrey S.
22-Mar-97	Nason, Emilee Victoria	Anne (Kennedy)	William C.
07-Apr-97	Nephew, John Joseph	Maria L. (Luciere)	John D.
20-Feb-97	Neuhardt, Carol Jean	Bonnie A. (McNamara)	Harry P., IV
15-Sep-97	Newman, Dante Marcus	Mary Lynn Spada	William A. III
31-Aug-97	Newsham, Colby Day	Rebecca V. (Day)	David W.
19-Mar-97	Nolan, Casey Elizabeth	Christine A. (Poirier)	Stephen J.
17-Jan-97	Nudler, Samuel James	Julie A. (Camacho)	Allen
11-Feb-97	Nuzzolo, Kathryn Hope	Terry A. (Paradis)	Charles A., Jr.
13-Jul-97	Orford, Owen Mitchell	Robin P. (Morris)	Peter R.
11-Jun-97	Orion, Raina Torrey	Tammy J. (Torrey)	Jake G.
04-Oct-97	Ormsby, Alexander James	Laura L. (Steeves)	Michael G.
04-Oct-97	Ormsby, Nicholas Adams	Laura L. (Steeves)	Michael G.
17-Dec-97	Paglia, Richard III	Leah (Manganaro)	Richard, Jr.
21-Jan-97	Palermo, Vanessa Rose	Cheryl L. (Gustafson)	Vincent
10-Mar-97	Pappas, Nicholas James	Michelle J. (Romprey)	Alexander N.
10-Jun-97	Paquette, Hannah Catherine	Kathleen (Daly)	Daniel J.
28-Apr-97	Paquin, Matthew Richard	Katherine M. (McNeill)	Michael C.
02-Mar-97	Paragona, Jack Henry	Laura J. (Canzanelli)	Joseph J., Jr.
07-Oct-97	Parlee, Caroline Elizabeth	Donna L. (Chant)	Henry G., Jr.
19-Feb-97	Peladeau, Riana Lee	Riana A. (Demasi)	Randy J.
03-Oct-97	Peterson, Kelsey Mira	Seema (Pahwa)	Eric L.
12-Mar-97	Pierson, Kathryn Dale	Cynthia L. (Nicolai)	Mark A.
26-Nov-97	Politano, William Felice	Helen M. (Bennett)	Vito
12-May-97	Poon, Brian	Mah-Wah (Wong)	Kuen-Wing
10-Feb-97	Porras, Michelle Ellen	Ellen S. (Kitowicz)	Robert
10-Feb-97	Porras, Mikayla Ann	Ellen S. (Kitowicz)	Robert
22-Jun-97	Porter, Andrew Olaf	Kerstin (Skoogfors)	Dana J.
11-Aug-97	Potter, Brian Thomas Jr.	Robin A. (Pasquerella)	Brian T.
22-Aug-97	Potter, Kanchan Yvonne	Nishal D. (Thatte)	John F.
24-Oct-97	Provost, Rachelle Robin	Robin L. (Smyth)	Alois P.
26-Sep-97	Qian, Kadar Derek	Qian Chen	Dahong Quian
04-Jan-97	Ramming, Veronica Anne	Janice E. (Todys)	George H., Jr.
13-May-97	Rapoza, Emily Josephine	Karen A. (Sherman)	David R.
30-Jul-97	Raso, Nina Sydney	Jamie M. (Agule)	Vincent S.
16-Oct-97	Reed, Joshua David	Jessica R. (Paine)	Robert S.
15-Oct-97	Regan, Nicholas George	Dana M. (Eliopoulos)	Michael J.
28-Oct-97	Reichheld, Katelyn Patricia	Linda (Gilbride)	John N., Jr.
03-Oct-97	Rendall, Callan Patrick	Dianne M. (Mader)	Peter A.

18-Jul-97	Reynolds, Connor Richard	Donohu	Michelle L. (Donohue)	Richard L., Jr.
16-Apr-97	Ricko, Jonathan	Matthew	Donna K. (Strakhovsky)	Anthony A.
20-Sep-97	Risher, William	Franklin	Adrienne (Adler)	Gene P.
05-Sep-97	Rockwood, Christopher	Charles	Laureen M. (Maguire)	Clifford H.
16-Oct-97	Romano, John	Paul	Kathleen A. (Sheehan)	Paul L.
16-Oct-97	Romano, Joseph	Vernson	Kathleen A. (Sheehan)	Paul L.
03-Jan-97	Rooney, Declan	Patrick	Melissa A. (Jarvis)	Francis P.
09-Oct-97	Rose, Aron	Philip	Sandra L. (Becker)	Eric S.
27-Mar-97	Ross, Katherine	Victoria	Kathleen M. (Boyd)	Michael K.
26-Oct-97	Russell, Madeline	Louise	Cheryl A. Denaro	Michael G.
06-Nov-97	Russell, Mark	Edward, Jr.	Angela M. (Mahoney)	Mark E.
12-Jun-97	Saltsman,Bradleigh	Ryan	Cheryl N. (Bobik)	John A.
17-Nov-97	Sampson, Bradley	Morgan	Audrey L. (Morgan)	Dean F.
30-Apr-97	Sawosik, Katherine	Mary	Christine (Johnson)	John E.
03-Mar-97	Scannell, Meagan	Vittoria	Lisa A. (DiCecca)	Lawrence M., Jr.
16-Apr-97	Sears, Nicole	Elizabeth	Diane (Pesetto)	Steven J.
24-Mar-97	Sedler, Allison	Maria	Michele (Alvarez)	Gary M.
06-Jun-97	Serafini, Nicholas	Anthony	Mary A. (Flynn)	Frank, Jr.
20-Sep-97	Shankar, Sagar	Nott	Uma N. (Ramaswamy)	Ravi N.
20-Nov-97	Silvia, Samantha	Marie	Susan M. (Vaughn)	Michael
23-Jun-97	Slein, Quinn	Mariah	Elizabeth A. (Quinn)	Kevin M.
14-Oct-97	Sodersjerna, Britt	Marie	Karlene M. (Huber)	Roy N.
23-Feb-97	Souza, Katherine	Lenore	Lenore R. (Morin)	Mark M.
10-Jul-97	Souza, Samantha	Ray	Elizabeth A. (Ricci)	Glenn J.
28-Apr-97	Spanos, Samuel	Hayes	Joellen (Guthrie)	Michael J.
21-Feb-97	Spinosa, Lee	Christina	Jill (Cronin)	Domenic S.
08-Sep-97	Stevens, Sean	Harrison	Jayn R. (Reiffen)	Michael J.
08-Jan-97	Stickles, Kevin	Richard	Marianne (Johnson)	Richard M., Jr.
25-Feb-97	Stokes, Katherine	Wentworth	Marcia (Wentworth)	Earle B. II
21-Jan-97	Sveden, Abigail	Anne	Susan B. (Myers)	Erik D.
18-Feb-97	Swain, Elizabeth	Kathryn	Tamara L. (Hendrickson)	Scott D.
25-Nov-97	Sweeney, Robert	Emmett III	Elaine M. (Barbagallo)	Robert E. II
20-Aug-97	Swinson, Erika	Flynn	Kathleen (Flynn)	Timothy M.
08-Sep-97	Timlin, Derian	Xander	Janette C. Sylvian	Patrick A.
30-Oct-97	Townsend, Jonathan	Raymond	Darlene M. (Mangiulli)	Glen D.
15-Jul-97	Tricca, Julia	Louise	Pamela L. (Wing)	Richard R.
31-Jan-97	Turnbull, Christopher	Martin	Paula E. (O'Brien)	Martin J.
21-Oct-97	Underhill, Emily	Jane	Giannina M. (Pullano)	John R.
24-Aug-97	Underwood, Jordan	Elizabeth	Karen A. (Finnegan)	Kenneth M.
18-Jan-97	VanBemmel, Michael	Adam	Michelle M. (Schuma)	Jeffrey T.
28-May-97	Vasilevsky, Daniel	Alexander	Robin L. (Fetzer)	Alexander D.
10-Sep-97	Velazco, Julia	Anastasia	Anastasia (Valhouli)	Enio E.
07-Nov-97	Verdibello, Erik	James	Laura (Davis)	James R.
03-Jun-97	Voghel, Jasen	Donald	Lynda (DeRosa)	Donald G.
03-Jun-97	Voghel, Justen	Robert	Lynda (DeRose)	Donald G.
06-Jan-97	Vu, Thien	Tri	Dieu-Phuong (Vo)	Hai Van
14-Nov-97	Walker, Caroline	Elizabeth	Beth W. (Brunner)	Richard J.
26-Jul-97	Walker, Taylor	Rose	Michele J. (Cardullo)	Reginald T.
16-Jul-97	Wallace, Lauren	Elizabeth	Jeanne (Cianchi)	Hugh F.

21-Jul-97	Walsh, Patrick James	Mary L. (McGee)	James G. III
14-Apr-97	Walsh, Sydney Jason	Cheryl A. (Duggan)	James M.
24-Sep-97	Walter, Lauren Mae	Laura M. (Murphy)	Robert H.
31-Jul-97	Ward, James Healy	Anna M. (Healy)	James
01-May-97	Waterhouse, Scott Richard, Jr.	Renee L. (Mireault)	Scott R.
05-Aug-97	Weaver, Benjamin David Manning	Deborah L. (Gullage)	Thomas Sr.
06-May-97	Weiss, Victoria Lee	Julie M. (Traver)	Kenneth M.
19-Dec-97	Weitzman, Jacob Kyle	Michelle L. (Jacoby)	Brian H.
13-Dec-97	Whittlesey, Caroline Holmes	Pamela (Holmes)	Roger L. III
15-Jul-97	Wilkinson, Jessica Marie	Jeannette M. (Brand)	Neville C.
11-Mar-97	Wing, Timothy Michael	Cindy (Smith)	Timothy J.
24-Jan-97	Woodward, Samantha Rose	Anna M. (Whitcomb)	Robert T.
24-Jul-97	Zaher, Kenneth Robert	Jill L. (Byers)	Kenneth J.

## 1997 DEATHS

DATE	NAME	MARITAL STATUS	AGE
03-Jun-97	Aaron, Harry Jr.	Hus -Anne Staniski	74
03-Nov-97	Affannato, Blanche M.	Wid - Anthony	94
13-Apr-97	Anderson, Ethel Mabel	Wid - Clifford H.	93
01-Dec-97	Barker, Solveig	Wid - Walter W.	90
11-Feb-97	Baron, Ethel J.	Wid - Edward	90
07-Feb-97	Barr, Florence	Wid - Clyde	86
02-Jun-97	Barretto, Elizabeth M.	Wid - John J.	86
16-Dec-97	Basinas, Antonia	Wid - Vasilios	101
03-Nov-97	Bergamini, Angelo	Hus - Dorothy Jervais	69
06-Jan-97	Blowey, Hilda V.	Wid - W. Reginald	93
03-Jan-97	Blythe, Leanore	Wid - Joseph William	91
25-Apr-97	Borrows, Dorothy G.	Wid - Vincent M.	81
11-Oct-97	Boulanger, George	Wid - Eva Bouchard	91
12-Feb-97	Brunoehler, Kathaleen	Wid - Allan	87
10-Feb-97	Burke, Josephine L.	Never Married	93
28-Jul-97	Bush, Paul W.	Hus - Erin Haley	47
05-Apr-97	Carter, David James	Hus - Winifred Passingham	70
07-Feb-97	Cawley, Edward J.	Hus - Patricia A. Reynolds	67
23-May-97	Clements, Annette Ruth	Wid - Walter	87
06-Jan-97	Colegrove, Robert C.	Hus - Doris Gokey	72
14-Jul-97	Colella, Anthony	Hus - Eleanor N. Spergiuro	83
20-Jan-97	Collins, Everett	Hus - Elizabeth Baiocchi	58
19-Apr-97	Cote, Mary G.	Wif - Roger J.	74
11-Sep-97	Cotter, Margaret L.	Wid - John F.	80
20-Dec-97	Craib, Michael	Hus - Michelle St.Gelais	33
14-Dec-97	Cummings, Concetta J.	Wid - Gerald D.	86
08-Sep-97	Daly, John	Hus - Barbara Ferreira	58
03-Jan-97	Daly, Margaret	Wid - John Sr.	83
02-Jun-97	Damboise, Lucienne S.	Wid - Joseph Emile	83
10-Dec-97	Denahy, John J.	Hus - Ruth Widener	85
07-Sep-97	Dennis, Virginia Dale	Div - Barry	60
02-Aug-97	Deslauriers, Armand	Wid - Eva Belanger	87
25-Sep-97	Domaingue, George, Jr.	Hus - Mary Stephen	74
27-Mar-97	Doucette, Lawrence Cornelius	Hus - Virginia L. Souza	77
28-Mar-97	Downing, Albert Jack	Never Married	74
21-Jan-97	Draper, Ruth R.	Wid - James S. II	85
10-Sep-97	Drew, Maurice E.	Hus - Ruth Dupuis	78
31-Jan-97	Edhala, Nirmala Reddy	Wif - Srinivasalu R.	62
03-Apr-97	Einarson, Magnus Jon	Hus - Jean P. Mills	63
05-Sep-97	Finnnila, Ida R.	Wid - Weikko	79
18-Apr-97	Ford, Mary Lou	Wif - Brian W.	39
22-Aug-97	Fortin, Dorothy	Wid - Luke E.	71

07-Jan-97	Fortin, Francis	Never Married	71
06-Mar-97	Fowler, Gerald J.	Hus - Eleanor L. Shorette	70
13-Jan-97	Franckowiak, Nancy Veronica	Wif - Bernard F.	63
10-Nov-97	Gastonguay, Vila M.	Wid - Arthur J.	94
15-Feb-97	Gath, William D.	Hus - Mary V. Nuttall	83
15-Jul-97	Gilpatrick, Muriel	Wif - Harold C., Jr.	71
21-Jan-97	Giuffrida, Eileen R.	Wid - Joseph F.	82
24-Sep-97	Goldin, Alyce I.	Wif - Mac	81
29-Dec-97	Gorman, Elizabeth	Wid - Eugene F.	100
18-Apr-97	Grant, Mary A.	Wid - Douglas C.	79
03-Jul-97	Greenshilds, Elizabeth	Wid - Robert	97
29-Jan-97	Gregory, Mary Rose	Div - Alfred	77
05-Jul-97	Griffin, Leslie B.	Hus - Mary Ranson	89
26-Aug-97	Griffin, Mary Josephine	Wid - Thomas M.	94
21-Jul-97	Gutoski, Laura	Wid - Leo	84
19-Nov-97	Haynes, Annie I.	Wid - Whitcomb	88
02-Jan-97	Hilts, Roy Ellis	Hus - Helen A. Ludwig	89
05-Jul-97	Hopkins, Charles	Hus - Dorothy Coles	81
07-Oct-97	Hurley, Ralph Perry	Hus - Beverly R. Harvey	67
01-May-97	Kinnal, Joseph A.	Wid - Victoria T. Klosowski	80
10-Jan-97	Kirkwood, Betty	Div - Grahm	63
28-Feb-97	Kostka, Jean J.	Wid - Jacob A.	85
10-Aug-97	Krueger, Harold W.	Div - Ann Marie Olson	62
01-Oct-97	Lawrence, John Derby	Wid - Alice Gwyer	85
25-Nov-97	Lemire, Theodore A.	Wid - Frances C.	78
10-Feb-97	Leonard, Harry M., Sr.	Wid - Elizabeth J. Leonard	82
12-Mar-97	Lord, Frederick Joseph	Wid - Alice Emma Snell	96
30-Sep-97	Lynch, Concetta S.	Wid - William J.	85
06-Aug-97	Mancuso, Eleanor E.	Wid - Joseph J. Mancuso	82
06-Apr-97	Marcouillier, Mabel A.	Wid - Ernest	84
18-Oct-97	Marcouillier, Maurice L.	Wid - Julia Vieira	69
15-Feb-97	McArthur, Marie Grace	Wif - Charles N.	69
01-Nov-97	McAteer, Joseph	Hus - Rosario Martinez	41
02-Oct-97	McBrien, Alice C.	Wid - Ronald C.	84
30-Dec-97	McCarthy, Paul J.	Hus - Teresa M. Carr	74
13-Feb-97	McNair, Richard M.	Hus - Rose Marie Goguen	66
04-Feb-97	Metherall, Anna	Wid - Arnold	73
09-Dec-97	Millette, Henry Joseph	Hus - Lorraine Morin	65
09-Dec-97	Minko, Michael	Never Married	77
13-May-97	Moliski, Carl A.	Hus - Anne Marie Wallace	65
21-Mar-97	Morris, Catherine Helen	Wid - Joseph H.	80
06-Jan-97	Muller, Anna Werber	Wid - John E.	90
07-Jun-97	Muse, Robert B.	Hus - Madeline Muise	65
12-Jun-97	Niemaszyk, Thomas A.	Hus - Jacinte R. Tumas	49
10-Jun-97	Nordstrom, Elsie T.	Wid - Walter O.	82
29-Mar-97	Nordstrom, Walter O.	Hus - Elsie T. Oberg	88

17-Dec-97	Norris, Donald A.	Div - Priscilla E. Hatch	68
12-May-97	O'Donnell, William T.	Hus - Rose Genova	54
29-Jul-97	Otterson, Hazel F.	Div - Richard	66
18-May-97	Page, Marjorie L.	Wid - Frank J.	62
22-Aug-97	Parlee, Frederick	Wid - Carol E. Chilles	76
28-Jan-97	Perras, Antoinette	Wid - Joseph Livin	95
11-Apr-97	Pettee, Grace	Wid - Fred Cristy, Sr.	89
26-Jan-97	Pihl, Joyce A.	Wif - Walter M.	70
26-Dec-97	Pistorino, Julia Rose	Wif - Anthony L.	72
09-Jun-97	Plunkett, Sandra Jean	Never married	27
23-Jul-97	Pulnik, Mary P.	Wid - Stanislaw	72
19-Jan-97	Remis, Helen	Wif - Stephen	83
12-Jun-97	Resta, Joseph J.	Hus - Barbara McCulloch	65
14-Oct-97	Ricard, Anita G.	Wif - Viateur	75
06-Oct-97	Robinson, Donald F.	Wid - Constance Peabody	70
15-Aug-97	Rodwell, William Joseph, Jr.	Div - Jeanne A. McGrath	62
23-Apr-97	Romilly, Jean Edith	Wif - Edgar Philip	80
09-Jan-97	Rulffs, George, Jr.	Wid - Dorothy M. Martin	86
15-Dec-97	Sarazen, Philip A.	Hus - Jeanne A. Cloutier	88
20-Aug-97	Scutero, Nathan	Hus - Bella Brancazio	84
01-Jan-97	Seifert, Jacob	Never Married	7 da
10-Feb-97	Shaughnessy, Andrew C.	Wid - Marie Murphy	80
29-Sep-97	Sjokvist, Frank Carl	Wid - Helena E. Dejnak	84
27-Apr-97	Slavin, Mary A.	Wid - John P.	78
09-Oct-97	Soeldner, Marguerite A.	Wid - John F. Soeldner	82
05-Aug-97	Soroken, Maxwell Y.	Hus - Eve Panagopoulos	83
13-May-97	Sperandio, Nazareth J.	Hus - Phyllis T. Beatrice	83
09-Feb-97	Steeves, Earl C.	Hus - Martha McLaren	58
26-Apr-97	St. Gelais, Marjorie	Wid - Rene	72
13-Jan-97	Sullivan, Richard L.	Wid - Rita L. Cormier	65
03-Jan-97	Suprenant, Armand J.	Hus - Eleanor B. Ingalls	80
01-Apr-97	Sweetser, Martha	Wid - Everett	89
22-Nov-97	Swift, Gloria M.	Wif - Richard H.	62
24-Dec-97	Swift, Richard	Wid - Gloria M. White	65
08-Jan-97	Thurlow, Charles W.	Hus - Rena Sleeper	80
07-Jan-97	Tokajer-Spector, Lois	Wif - Robert J.	42
29-Jul-97	Topjian, Robert Leon	Hus - Muriel Polites	71
18-Feb-97	Traversa, Luba	Wid - Antonio J.	77
18-Oct-97	Twarog, Walter L.	Hus - Ann Cox	90
15-Jul-97	Twomey, Peter Michael	Never Married	18
20-Jul-97	Uberti, Mary Ann	Wif - Ronald	53
05-Nov-97	Van Norden, Mary F.	Wid - Lamert A.	88
09-Aug-97	vanWeringh, Lucy	Wif - Gilles Garcia	46
17-Dec-97	Vigneault, Blanche	Wid - Alfred Vigneault	97
30-Jun-97	White, George Kenneth	Hus - Rita Jane Ryan	86
05-Nov-97	Whitworth, Florence A.	Wid - James	87

31-Jul-97	Witts, Albert F.	Hus - Alice Lewkowicz	84
01-Dec-97	Wojcik, Brian J.	Hus - Doris St.Armand	62
30-Apr-97	Wyman, Marjorie	Wid - Gilbert M.	75
23-Sep-97	Yiu, Ching-Yi Liang	Wif - Dang-Cheng	40
16-May-97	Zanchi, Nicholas	Hus - Harriette Abrahamson	82

# Community Profile

**Settled May, 1653**

**Incorporated September 23, 1729**

**Location:** Middlesex County, Northeastern Massachusetts, 23 miles Northwest of Boston, 35 miles Northeast of Worcester. Bordered by Acton, Carlisle, Chelmsford, Groton, Littleton, and Tyngsboro.

**Highest Elevation:** Prospect Hill 468.5 feet above sea level.

**Elevation at Town Hall:** 400 feet above sea level

**Population** 19,409

**Total Area:** 31.33 square miles

**Total Land Area:** 30.25 square miles

**Total Road Miles:** 166.5

**FY 1997 Assessed Valuation** \$1,514,279,537.00

Residential/Real	\$1,310,481,952.00
Commercial	\$104,723,095.00
Industrial	\$68,618,760.00
Personal Property	\$30,455,730.00

**FY 1997 Tax Rate** Residential \$14.90 per thousand  
Commercial \$14.90 per thousand

**Bond Rating:** A

## Schools

Abbot Middle School  
(grades 3-5)  
Depot St. 692-5580

Blanchard Middle School  
(grades 6-8)  
West St. 692-5582

Norman E Day  
(grades 3-5)  
E. Prescott St. 692-5591

Nabnasset Elementary  
School (grades K-2)  
Plain Rd. 692-5583

Nashoba Valley Technical  
High School (grades 9-12)  
Littleton Rd. 692-4711

Col. John Robinson  
School (grades K-2)  
Concord Rd. 692-5586

## Political

Registered Voters	12136
Democrat	3055
Republican	2181
Unenrolled	6900

### Location of polls:

Precinct 1	Abbot Middle School
Precinct 2	Norman E. Day School
Precinct 3	Nabnasset Elementary School
Precinct 4	Col. John Robinson School
Precinct 5	Blanchard Middle School

Residents may register to vote in the Town Clerks office located in the Town Hall Monday through Friday 8:00 a.m. to 4:00 p.m.

**Government:** Open Town Meeting, five member Board of Selectmen and Town Manager.

## Legislators:

State Representative  
Geoffrey D. Hall  
State House  
Room 237  
Boston MA 02113  
(617) 722-2320

Senator Steve Pangiotakos  
170 Merrimack St.  
Lowell MA 01853  
452-0440

State House  
Room 416B  
Boston MA 02113  
(617) 722-1630

# CITIZEN ACTIVITY APPLICATION FORM

Good Government Starts With You

If you are interested in service on a Town Committee, please fill out this form and mail to the Town Manager, 55 Main Street, Town Hall, Westford, MA 01886. The filling out of this form in no way assures appointment. All committees vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Date \_\_\_\_\_

Name \_\_\_\_\_ Home Telephone \_\_\_\_\_

Address \_\_\_\_\_

Amount of Time Available \_\_\_\_\_

Interest In What Town Committee/s \_\_\_\_\_

Present Occupation \_\_\_\_\_

Education Background \_\_\_\_\_

## TOWN OFFICES HELD

Date Appointed	Town Office	Term Expired
----------------	-------------	--------------

\_\_\_\_\_

Other Volunteer Positions \_\_\_\_\_

Remarks \_\_\_\_\_

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## **TOWN OFFICES**

Offices open Monday through Friday

<b>Offices in Town Hall</b>	8:00 AM - 4:00 PM	
<b>Cemetery Department</b> Fariview Cemetery Office	7:00 AM - 3:30 PM	
<b>Fire Department</b> 51 Main St. Office Hours	7:00 AM - 4:30PM	
<b>Housing Authority</b> 65 Tadmuck Rd.	9:00 AM - 2:00 PM	
<b>JV Fletcher Library</b> 50 Main Street	Labor Day - June Mon.. - Thurs. Friday Saturday Sunday (Jan-April) July - Labor Day Mon. - Thurs. Friday	10:00 AM - 9:00 PM 1:00 PM - 5:00 PM 10:00 AM - 5:00 PM 2:00 PM - 5:00 PM 10:00 AM - 9:00 PM 1:00 PM - 5:00 PM
<b>Police Department</b> 53 Main St. Office Hours	8:00 AM - 4:00 PM	
<b>Roudenbush Community Center</b> 65 Main St. Office Hours	Mon. - Thurs. Friday Saturday Sunay	8:30 AM - 8:00 PM 8:30 AM - 4:30 PM 8:30 AM - Noon 10:00 AM - Noon
<b>Water Department</b> 63 Forge Village Rd. Office Hours	7:30 AM - 4:00 PM	



### Meeting Schedule 1998

Conservation Commission (2 <sup>nd</sup> & 4 <sup>th</sup> Wed)	Planning Board (1 <sup>st</sup> & 3 <sup>rd</sup> Mon)	Board of Selectmen (2 <sup>nd</sup> & 4 <sup>th</sup> Tue)	Board of Health (2 <sup>nd</sup> & 4 <sup>th</sup> Mon)	Zoning Board Of Appeals (3 <sup>rd</sup> Thur)
1/14/98	1/5/98	1/13/98	1/12/98	1/15/98
1/28/98	1/20/98	1/27/98	1/26/98	2/19/98
2/11/98	2/2/98	2/10/98	2/9/98	3/19/98
2/25/98	2/17/98	2/24/98	2/23/98	4/16/98
3/11/98	3/2/98	3/10/98	3/9/98	5/21/98
3/25/98	3/16/98	3/24/98	3/23/98	6/18/98
4/8/98	4/6/98	4/14/98	4/13/98	7/16/98
4/22/98	4/20/98	4/28/98	4/27/98	8/20/98
5/13/98	5/4/98	5/12/98	5/11/98	9/17/98
5/27/98	5/18/98	5/26/98	5/25/98	10/15/98
6/10/98	6/1/98	6/9/98	6/8/98	11/19/98
6/24/98	6/15/98	6/23/98	6/22/98	12/17/98
7/8/98	7/6/98	7/14/98	7/13/98	1/21/99
7/22/97	7/20/98	7/28/98	7/27/98	
8/12/98	8/3/98	8/11/98	8/10/98	
8/26/98	8/17/98	8/25/98	8/24/98	
9/9/98	9/8/98	9/8/98	9/14/98	
9/23/98	9/21/98	9/22/98	9/28/98	
10/14/98	10/5/98	10/13/98	10/12/98	
10/28/98	10/19/98	10/27/98	10/26/98	
11/4/98	11/2/98	11/10/98	11/9/98	
11/18/98	11/16/98	11/24/98	11/23/98	
12/2/98	12/7/98	12/8/98	12/14/98	
12/16/98	12/21/98	12/22/98	12/28/98	
1/13/99	1/4/99	1/12/99	1/11/99	

**KEY:**

- = Not Regular Schedule
- = Holiday, Meeting Subject to be Changed

**★ All hearing dates subject to change ★**

*NORTH ELEVATION*



*WESTFORD POLICE DEPARTMENT  
KAESTLE BOOS ASSOCIATES, INC.*

*WESTFORD, MA  
ARCHITECTS*